

# Summer Mail Clerk Job Description



The Summer Mail Clerk is a member of the Residence Life and Housing Summer Student Operations Staff. Mail Clerks are crucial to the daily operations of summer school. The summer school residence hall is open to students who are taking classes over the summer as well as other students and guests. The mail clerk is primarily responsible for sorting, forwarding, and organization of incoming letter mail, packages, and other accountable items. Below is a summary of the responsibilities and terms of the position.

## **I. Expectations and Responsibilities**

- A. Participate in a pre-service training program prior to employment and on-going training and/or meetings during summer employment.
- B. Collect and distribute campus mail, packages, and US mail to student residing in the summer school residence hall, using SendSuite.
- C. Sort through the mail that is delivered to students from the previous academic year and forward mail to the appropriate party.
- D. Ensure that at the end of each shift that the work area is left in pristine condition.
- E. Report any problems to the Summer School Hall Director.

## **II. Terms of Employment**

- A. Summer Mail Clerk must be enrolled in summer classes and live on campus for the duration of their employment.
- B. Mail Clerks generally work 18 hours per week. The University's Temporary Service Guidelines govern number of hours worked during any pay period.
- C. Mail Clerks work Monday – Saturday between the hours of 1-3pm each day.
- D. May 18, 2019 through August 18, 2019 constitutes the term of employment.
- E. Failure to meet the responsibilities of the position, misconduct and/or any violation of College policy may be grounds for personnel action (i.e. warning, employment probation, or termination).

## **III. Qualifications**

- A. The Mail Clerk must live on campus and have a semester GPA and cumulative GPA of 2.00 during the term of appointment.
- B. Applicants cannot be on Disciplinary Probation at the time of appointment or during employment and are subject to academic and conduct checks prior to appointment.

## **IV. Compensation**

- A. Mail Clerks will be compensated at a rate of SUNY minimum wage plus .50¢.