

Holy Cross College
Student Employment
Fall 2019

Title: **Mail Clerk and Housing Assistant**

Department: Residential Life

Supervisor: Andrew Polaniecki

Email: apolaniecki@hcc-nd.edu

Schedule: Approximately 10 hours per week to be determined with the supervisor

Rate of pay: \$7.25 per hour

Location: C-106

Purpose

Provide administrative support to the department of residential life and accurately handle student incoming and outgoing mail.

Essential Job Duties:

- Go to faculty room to pick up all mail/packages
- Sort mail and put in boxes
- Store packages in mail room
- List all packages in log book and on board
- Label and stamp all forwarded mail
- Stamp all returned mail
- Leave all forwarded and returned mail on cart to be taken to the faculty room the next day
- Stay at desk to issue packages to students. If you do not know a student's name, request identification. All packages must be signed out
- If notified by residence life that a student has moved off campus, add sheet of labels to your files. Empty and close off the mailbox.
- Provide assistance to Dean of Students and Director of Residence Life and Housing with organization projects
- Assist with filing paperwork
- Serve as point of contact for students when Director is occupied
- Provide assistance with special projects for the Director as needed

Minimum Education, Skills and Abilities:

- Excellent interpersonal skills
- Ability to work with a minimum of direct supervision
- Ability to pull a mail cart to/from the mailroom