

Mailing/Shipping and Receiving Student Assistant

DEPARTMENT: Mail/Shipping and Receiving Office

JOB TITLE: Mail/Shipping and Receiving Student Assistant

SUPERVISOR: Steve Wallace, Supply Specialist III
Student Success Center, SC-131
Swallac4@tctc.edu
864-646-1768

DUTIES:

Assist with delivering paper, mail, packages, printing, and event set up. Running errands, collating, cutting, stuffing printing and mail, and removal of cardboard waste.

QUALIFICATIONS:

Ideal candidates for this job will be dependable and responsible, have the ability communicate effectively and work independently when necessary, effectively use Microsoft Office applications, and agree to adhere to confidentiality as required by FERPA.

Must be able to lift up to 50lbs on a continuous basis.

SCHEDULE:

The schedule for this job is flexible during the hours of 8:00 a.m. through 5:00 p.m.

HOURS PER WEEK: 15-20 hours per week, dependent upon work load

PAY INFORMATION: \$12 per hour

Location: Pendleton Campus