

***NAPA VALLEY COLLEGE
STUDENT WORK STUDY
JOB DESCRIPTION***

TITLE OF JOB: STUDENT ASSISTANT
- MAIL CLERK

POSITION UPDATED: SEPT. 2021

DEPARTMENT: FACILITIES SERVICES

GENERAL PURPOSE:

General Employment. Under minimal supervision, support and assist faculty and classified staff members organize special events, projects and complex assignments.

DUTIES:

Maintains campus mail distribution system, records, tools and work areas (e.g. receive, sort and deliver mail/parcels, monitors postage usage, etc.); Prepares packages for the purpose of ensuring items are packaged in accordance with postal shipping regulations; Processes mail, receipt of goods, courier packages and duplication materials (e.g. bulk mail, special deliveries, special mailings, etc.) for the purpose of ensuring proper postage is affixed, expenses are allocated to appropriate departments, accurate delivery, and postal regulations are followed; Receives packages, parcels and other shipments for the purpose of processing and delivering to appropriate campus locations; Responds to inquiries of staff and vendors for the purpose of providing information and/or direction regarding the invoices, billing, status of deliveries, etc.; Sorts internal and external mail; Transports a variety of materials to and from post office, other campuses, etc. (e.g. mail, supplies, Board packets, printing materials, etc.) for the purpose of processing internal and/or external mail and deliveries in a timely manner ; other duties as assigned

SKILLS REQUIRED:

Knowledge of office procedures, filing systems, telephone techniques and arithmetic. Ability to type, alphabetize, follow directions, and operate various software programs. Some clerical experience. Must be disciplined, reliable, and possess good people and telephone skills. Bilingual skills may be required.

Comments: