



# Mail Clerk and Van/E-Cart Operator

## *Postal Operations Center*

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*Academic Year 2023-2024*

### **Duties/Responsibilities:**

Sort and prepare mail in delivery sacks for campus runs using the e-cart. Drive to USPS office in Eagle Rock to pick up mail. Ensure both the e-cart and van are washed, gassed, and maintained on a weekly basis.

Responsibilities include sort incoming mail, log in parcels into the SC Logic tracking system, provide customer service at the counter, assist students and faculty/staff by tracking their parcels and logging them out with signature, sort student mail into their mailboxes, forward and return mail to USPS, and errand runs to the Cashier in AGC.

### **Qualifications:**

- Basic command of MS Word and Excel
- Highly developed organizational skills
- Excellent interpersonal skills and strong verbal and written communication skills
- Ability to work independently and in a professional demeanor
- Closed toed shoes is required; Casual clothing is acceptable
- Ability to lift up to 50 lbs. and stand for long periods
- **Must be an Oxy Authorized Driver. Find eligibility info here:**  
<https://www.oxy.edu/facilities-management/authorized-driver-procedures>
- **First-year and sophomores are encouraged to apply**
- **You must be available for an on-campus interview**

**Start date:** August 20, 2023

**End date:** Spring 2024

**Work Schedule:** Monday to Friday

**Hours Per Week:** 8 hours per week

**Starting pay rate:** \$16.78/hr

**To apply, please submit student employment [application](#) and resume to Victor Chico at [vchico@oxy.edu](mailto:vchico@oxy.edu) or drop off at the Postal Operations Center in Johnson Student Center 1<sup>st</sup> floor.**