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.

As needed, assist and serve as back-up to mail clerks including sorting incoming mail, logging 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/Preferences:
- Basic command of MS Word and Excel
- Highly developed organizational skills
- Excellent interpersonal skills
- Strong verbal and written communication skills
- Ability to work independently
- Professional demeanor
- Casual clothing is okay.
- Closed toed shoes.
- Ability to lift up to 50 lbs.
- Standing for long periods.
- Must be an Oxy Authorized Driver. See process below.
- First-year and sophomores are encouraged to apply
- You must be available for an on-campus interview
Oxy Authorized Driver Application Process

Oxy Authorized Driver requirements:
- Valid U.S. driver license (any state)
- Have had your license for at least 2 consecutive years
- Good driving record
- Find eligibility info here: https://www.oxy.edu/facilities-management/authorized-driver-procedures

Begin Date: 8/23/2020
End Date: 5/15/2021
Work Schedule: Monday to Friday, 8 hours per week
Starting Pay Rate: $15.00/Hour
To apply, please submit student employment application and resume to: Victor Chico at vchico@oxy.edu or drop off at the Postal Operations Center in Johnson Student Center 1st floor.