



# Mail Clerk/Van & E-Cart Operator

## *Postal Operations Center*

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AY 2022-2023

**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 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 • 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.

**Start date:** ASAP

**End date:** May 20, 2023

**Work Schedule:** Flexible, Monday-Friday, 9:30am – 4:00pm

**Hours Per Week:** 8

**Starting pay rate:** \$16.04

**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/offices-services/facilities-management/authorized-driver-procedures>

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