Student Housing Mail Services Assistant

Job Description

Duties:
Mail Services Office Assistants work under the immediate supervision of Mail Services Staff. The following duties are performed daily:

- Assist with the collection of the U.S. Postal mail and packages from the Northridge Post Office.
- Sort, distribute and forward U.S. mail and packaged material from delivery companies for Student Housing residents and staff.
- Assist posting flyers and making deliveries to the main campus.
- Research data in the mailroom computer system for mail and package distribution.
- Other duties may be assigned as determined by departmental needs

Qualifications:

- Must be currently enrolled at CSUN with a minimum of 12 undergraduate units or 8 graduate units.
- Must maintain a minimum GPA of 2.5.
- Must be a resident within the CSUN Student Housing community for the duration of employment in this position.
- Must be Microsoft Word proficient.
- Must be able to type 20 words a minute or more.

Schedules:

- Part-time position/ 8-20 hours per week (schedule to be determined at a later date)
- Days available: Monday – Friday; Some Saturdays, must be flexible
- Shifts available:
  - Shift 1: 10am – 1:30pm: Prefered
  - Shift 2: 2pm - 6:00pm

Wages:

- This is an entry level position which pays minimum wage per hour

How to Apply:

- Applications must be completed in their entirety to qualify for consideration
- Complete the online application at http://www.csun.edu/housing/student-employment
- Click on About Us
- Click on Student Employment
- Click on Mail Services Office Job Description
- Click on Mail Services Office Fall Job Application to apply
- Submit completed application to:
  - Student Housing Mail Services Office, Building 9, Piñon Hall
  - Student Housing Main Office, Building 6, Pacific Willows

Fax: (818) 677-7308
Phone: (818) 677-2686
Email: Housingmail@csun.edu

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