

## Student Housing Mail Services Assistant Job Description

### Duties:

Mail Services Office Assistants work under the direction of the Mail Services Staff under the supervision of the Assistant Director for Operations. 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 in good physical health, able to lift at least 20 pounds and walk extensively.
- 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

### 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 Job Application** to apply