

## **Mailroom Clerk**

**Position Summary:** The Mailroom is designed to provide service to all Faculty, Staff and students by distributing incoming mail and interoffice mail. This office also meters and prepares all outgoing mail that will be taken to the Clinton Post Office.

### **Essential Functions**

1. Organize and distribute incoming mail in Faculty, Staff and student mail boxes
2. Record and distribute all incoming packages for Faculty, Staff and students.
3. Prepare mailboxes for incoming students and close mailboxes for students that will no longer be campus residents.
4. Pick up outgoing and interoffice mail from all staff departments.
5. Process all forwarding and "return to sender" mail.
6. Process all outgoing mail and prepare for transport to the Clinton Post Office.
7. Distribute all interoffice mail.
8. Check outside mail drop boxes in the morning and before afternoon mail is picked up and distribute accordingly.
9. Able to lift and move at least 20 lbs. and must be able to push and pull carts.

### **Other Responsibilities**

1. Assist Faculty, Staff and students as they enter the Mailroom.
2. Answer incoming telephone calls, always being courteous and helpful.
3. Make keys to replace lost mailbox keys.

## **Copy Center Clerk**

**Position Summary:** The main purpose of the Copy Center is to provide Faculty, Staff and students with various printing services.

### **Essential Functions**

1. Run copies of Syllabus for Academic Departments and prepare them for distribution.
2. Run print jobs for students, Faculty and Staff on a daily basis
3. Bind printed materials with comb binding or spiral binding.

### **Other Responsibilities**

1. Assist Faculty and students as they come into the Copy Center
2. Answer incoming telephone calls, always being courteous and helpful.
3. Operate Folding Machine, Laminator, Shrink Wrap Machine and Binding Machine.