

# MAILROOM

**POSITION:** Mailroom Work Study  
**DIVISION:** Business Service  
**DEPARTMENT:** Mailroom  
**BUILDING:** Campus Police  
**CAMPUS:** Main Campus

**FWS SUPERVISOR** Andrew MacPherson  
**DIRECTOR:** Andrew MacPherson  
**VICE PRESIDENT:** Giles Brown  
**PHONE NUMBER:** 903-463-8768

**HOURS per WEEK** 19

**HOURS PREFERRED:** 12pm-4pm

## JOB DUTIES:

- Operate mail machine & multi-line switchboard console
- Copy & fax documents as needed
- Sort mail from on and off campus mail drop boxes
- Type miscellaneous documents
- Prepare Fed-ex, DHL & USPS packages for shipment
- Assist director and other staff with miscellaneous projects

## SOFTWARE:

**SKILLS:** Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

## SPECIAL NEEDS:

**INFORMATION:** To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.  
Some positions require working until 6:00 pm.