To apply for this position please fill out the Student Assistant Job Application and along with your resume (optional), email to library-StudentApps-group@sjsu.edu with the Position Title/Reporting Unit/Reporting Dept in the email’s subject heading line.

Position Title: Mailroom Assistant II
Reporting Unit: Administration
Reporting Dept: Business Office
Reports To: Events Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Collects, receives, sort and delivers within library departmental
- Prepares campus, library mail and materials for shipments
- Prepares special handling mail (express, certified, etc)
- Responsible for sorting, distribution and processing of all mail and parcels.
- Delivery documents to central receiving and campus entities
- Work closely with staff regarding incoming/outgoing shipments
- Answer questions concerning incoming/outgoing packages
- Meet deadlines for outgoing mail, UPS, FedEx
- Check UPS campus incoming report
- Stay informed of mailroom processes and procedures
- Perform other work related duties as assigned
- Assist in typing, filing, photocopying for the Business Office
- Help with Special projects for the Business Office
- Perform other work related duties as assigned
- Back up to front desk receptionist

QUALIFICATIONS
The requirements listed below include the equipment and knowledge, skills, and/or abilities required. (eg. Computer skills)

1. Education/Experience
   - Student Assistant hire must be a matriculated SJSU student with 6.0-8.0 half time units
   - International student must be a matriculated SJSU student
   - Work study student must be a matriculated SJSU

2. Knowledge, Skills, Abilities required
   - Attention to details
   - Familiarity with personal computers
   - Working knowledge of English grammar, spelling and punctuation
   - Ability to work independently with minimal supervision
   - Ability to use Microsoft Word and Excel
   - Excellent Customer Service skills
   - Dependable

PHYSICAL REQUIREMENTS:
The requirements listed below include physical abilities required to complete essential duties (eg. ability to lift 50 lbs using a fork truck)
- Must be able to lift up to 25 lbs and transport materials with the use of dolly.
WORK SCHEDULE: This position is year long.

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>hours</td>
<td>10:30 am – 12:30 PM</td>
<td>10:30 am – 12:30 PM</td>
<td>10:30 am – 12:30 PM</td>
<td>10:30 am – 12:30 PM</td>
<td>10:30 am – 12:30 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Desired Class Level: XFrosh    XSoph    XJr.    __Sr.    __Grad Student    MAJOR: Open

INITIAL HIRING RANGE: $13.50