

# Mailroom

## **Work Study Job Description**

University of Montana Western  
710 S Atlantic St. Dillon MT 59725

**Department** - Facilities Services, Mailroom

**Department Head** – Michael Brown

**Classification (Name) of Position** Mailroom worker

**Student's Supervisor** – Wade Bush/ Tom Nichols

**Office/Location** - Facilities services (next to heating plant)

**Email Address** [wade.bush@umwestern.edu](mailto:wade.bush@umwestern.edu)/ [tom.nichols@umwestern.edu](mailto:tom.nichols@umwestern.edu)

**Phone #** 683-7326/7560

**Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position (if multiple pay rates & above minimum wage of \$13.00/hour):**

- Some mechanical ability
- Able to lift 75 pounds
- Able to do repetitive tasks
- Good attitude with people
- Ticket writing in parking lots

## **Purpose/Role of the position:**

Daily mailroom operations in a safe manor.

## **Duties/Responsibilities of the position & how they relate to the purpose/goal:**

Able to process and post mail/ packages using postal machine. Sort mail and place in boxes. Login and checkout UPS, Fed Ex etc. packages to customers. Sell stamps. Process incoming and outgoing faxes. Must be willing to help with other campus tasks as well.

**The Financial Aid Office will submit evaluations to each department prior to the end of each semester.**