



**Job Description  
Mailroom Assistant  
Student Employee**

Dear All,

We are seeking mailroom assistant for the Fall semester. If you or someone you know has the qualifications as listed on the job requirements, please have them submit their resume to [hr@na.edu](mailto:hr@na.edu). All qualified candidates will be considered.

**Summary:**

Under the direction of the Human Resource and Payroll Office, student will maintain an active presence in the main office where mail is distributed.

**Job Title:** Mailroom Assistant  
**Rate of Pay:** \$9.00 per hour  
**Hours/week:** Fall - Up to 20  
**Employment Period:** Possibility for year-round employment, depending upon students' availability.

**Duties and Responsibilities:**

Accept incoming mail and then process, sort, and deliver it to the proper recipients, sorting interoffice mail and messages and maintaining mailroom supply inventories, organize and maintain the mailroom. Shipping outgoing mail

Customer Service: Provide excellent customer service to students, faculty, staff, and community members both in-person and on the phone.

Perform other office/clerical duties as assigned.

strong communication, organizational, and customer service skills

**Minimum Job Requirements:**

Must meet student employee eligibility requirements located at (<http://www.na.edu/faculty-staff/human-resources/student-workers/student-employment-eligibility/>). Must be a NAU student in good standing with the University and must have and maintain a minimum a 2.5 NAU cumulative GPA (2.75 preferred).

**Deadline: 8/15/2021**

