Mail Handler and Package Center Clerk (part-time, miscellaneous wage)
Facilities, Real Estate and Auxiliary Services

Description
The Mail Handler will sort incoming mail, organize mail runs, load cargo vans, and deliver postal mail and packages to departments. They also pick-up the outgoing mail, deliver it back to the warehouse, and runs postage on the postage machines.

The Package Center clerk provides customer service to the students receiving packages at the Trabant Package Student Service Building. This position will receive packages from third party carriers (UPS, FedEx, DHL) and distribute to the students. When packages arrive they get scanned in as received, then labeled and placed on shelf accordingly. When students arrive to pick up their package they check their student ID, locate the package, give to the student, and then scan on computer and have the student sign the signature pad.

Both duties must be committed to providing courteous, professional attention to detail and knowledgeable service. We are looking for a flexible person willing to assist Mail Services during busy times and shorthanded periods.

Requirements
Requires the ability to lift 50 lbs. unassisted, work with Microsoft office and other tracking software. Must possess a valid U.S. driver’s license. Also must be able to read and write in English.

Compensation
This is a part-time, non-benefitted position. Mail Services busy season is late August to end of May. Typical hours of assistance needed for a Mail Handler will be 8:30 a.m. – 12:30 p.m., and at the Package Center will be 11:00 a.m. – 4:30 p.m. The hourly rate is $10.50 per hour. There will be various times when students are not in session, especially during holiday breaks and winter session, and the hours will be limited or not available. Hours may change to cover other shifts as needed.

Apply
Submit a current resume, one-page cover letter, and names, addresses, and telephone numbers of at least three references to kirbysl@udel.edu.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University’s Notice of Non–Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html