

Package Center Clerk (Part-Time, Hourly Wage) Facilities, Real Estate, and Auxiliary Services

Location: Newark Campus, Trabant Package Student Service Building

Position Overview:

The Package Center Clerk is responsible for delivering excellent customer service to students receiving packages at the Trabant Package Student Service Building. This role involves accepting deliveries from third-party carriers (UPS, FedEx, DHL), processing and organizing packages, and distributing them to students. Upon package arrival, the clerk scans items into the system, labels them, and stores them appropriately. When students come to pick up packages, the clerk verifies their ID, locates the package, scans it out, obtains a signature, and hands over the package. The ideal candidate will be courteous, professional, detail-oriented, and knowledgeable.

Qualifications/Requirements:

- Ability to lift up to 50 lbs. independently.
- Proficient with Microsoft Office and various tracking software
- Strong reading and writing skills in English.

Compensation and Schedule:

- Part-time, non-benefited position
- Scheduled hours: Monday through Friday, 12:00 PM – 4:30 PM, from late August through the end of May 2026
- Hours may vary to accommodate shift coverage as needed.
- Hourly wage: \$16 per hour
- Limited or no hours during student breaks, holidays, and winter session

Application Process:

Please email your current resume and contact information for three references to kirbysl@udel.edu.

Employment offers are contingent upon the successful completion of a criminal background check. A conviction does not automatically disqualify applicants.

The University of Delaware is an Equal Opportunity Employer and encourages applications from women and minority group members. For more information on non-discrimination policies, visit <http://www.udel.edu/aboutus/legalnotices.html>.