

CONFERENCE SERVICES

Mail Clerk

SUMMER JOB

PRIMARY FUNCTION

Process student resident mail. Position will also assist with various Conference Services staff duties. Position reports to the Business Manager.

PRIMARY DUTIES AND RESPONSIBILITIES

MAIL SERVICES

1. Process student resident and guest mail on a daily basis. Includes forwarding, returning, delivering, and other handling per established procedures.
2. Distribute Conference Services staff mail daily to designated location.
3. Be "on-call" as scheduled.
4. Communicate all pertinent matters to manager(s) as necessary.
5. Abide by and enforce University and department rules and regulations.
6. Respond to emergency situations as required.
7. Attend all training sessions and staff meetings.
8. Report for duty on time and work shifts as scheduled.
9. Perform related duties as assigned or required.

CONFERENCE AND GUEST SERVICES SUPPORT

1. Assist with preparing Conference Services facilities as required.
2. Assist in working front desks, completing Room Condition Reports, preparing guest rooms, exchanging linen, etc. as scheduled.

QUALIFICATIONS

Required Qualifications

1. University of Arizona student currently enrolled.
2. Must be pre-registered for Fall classes by the end of the Spring semester.
3. A copy of your summer class schedule **MUST** be provided upon request.
4. Must be able to work at least 30 hours/week for the Conference Services program.
5. Strong commitment to customer service.
6. Strong interpersonal communication skills.
7. Availability from May 17, 2010 through August 15, 2010.
8. Additional employment **MUST** be approved in advance by the Business Manager due to the need for flexible scheduling.
9. Valid U.S. driver's license, for at least three years, with a clean driving record.

NOTE: Due to the need for flexible scheduling 24 hours a day/seven days a week, applicants are strongly encouraged to live on campus during their employment. Applicants who choose to

live off campus must make arrangements with management staff, whereby you can be reached in the event of emergency situations or other scheduling conflicts.

Additional Preferred Qualifications

1. Resident of the residence hall system.
2. Working knowledge of residence hall operations.

BENEFITS

1. Remuneration at \$7.60 per hour.
2. A single occupancy room in a residence hall with cable television, Ethernet connection, and local telephone service will be provided from May 16 – August 14, 2010.



The University of Arizona is an EEO/AA Employer. M/W/D/V