

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/21	
SUBJECT <i>Mailing Machine Assistant III</i>		RANK x353	GROUP III

DEFINITION:

Under the direct supervision of the Supervisor who is responsible for the coordination of necessary work with the mail service area. A student usually performs all or part of the following duties:

- (a) Operates a postage meter machine.
- (b) Operates an inserting machine.
- (c) Operates labeling machine.
- (d) Prepares permit mailing.
- (e) Performs other related duties as assigned.

BASIC QUALIFICATIONS:

Completed six (6) semesters of university course work or two (2) years related work experience, mathematical background, good vision and having manual and finger dexterity. Knowledge of University campus and U.S. Postal Regulations preferred.