**DEFINITION:**

Under the supervision of the Mail Supervisor, a student usually performs all or part of the following duties:

(a) Processes short-paid and business supplies mail fees.

(b) Records accountable mail transactions.

(c) Sorts campus and U.S. mail.

(d) Opens mail sacks and organizes mail for further processing.

**BASIC QUALIFICATIONS:**

Good vision and hearing, manual and finger dexterity.

**LEARNING OUTCOMES***:

- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Multi-task well in a fast-paced environment.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few, if any, errors in their work.
- Show a high level of dedication toward doing a good job.
- Be present and prepared.
- Collaborate with others to achieve common goals.
- Navigate change and be open to learning new technologies.
- Manipulate information, construct ideas, and use technology to achieve strategic goals.

*Learning outcome descriptions from the National Association of Colleges and Employers (NACE).*