

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISÉD 5/24
SUBJECT Mail Sorter	RANK x152	GROUP II

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 \(NACE\)](#).