

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/24
SUBJECT <i>Mailing Machine Assistant III</i>	RANK x353	GROUP III

DEFINITION:

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

- (a) Operates a postage meter, inserting, and labeling machine.
- (b) Prepares permit mailing.
- (c) Carries out additional tasks as needed.

BASIC QUALIFICATIONS:

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

LEARNING OUTCOMES*:

- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Proactively anticipate needs and prioritize action steps.
- Effectively communicate actions and rationale.
- Multi-task well in a fast-paced environment.
- Use feedback from multiple sources and cultural perspectives to make inclusive and equity-minded decisions.
- Be present and prepared.
- 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.
- Collaborate with others to achieve common goals.
- Build strong, positive working relationships with supervisor and team members/coworkers.
- Navigate change and be open to learning new technologies.
- Quickly adapt to new or unfamiliar technologies.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.

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