



Temporary Mail Services Courier

Founded by the Congregation of Holy Cross in 1948, Stonehill is a private Catholic college located just 22-miles from downtown Boston on a beautiful 384-acre campus in Easton, Massachusetts. With a student to faculty ratio of 13:1, the College engages its 2,500+ students in 80+ rigorous academic programs in the liberal arts, sciences, and pre-professional fields.

The Mailroom seeks applicants for a **temporary** Mail Services Courier to work part-time 20 hours/week 7:30 A.M. to 11:30 A.M. This position is responsible for picking up mail and bagged parcels at Post Office in A.M. Sorts incoming mail for distribution on the campus. Delivers and picks up all mail and packages on campus. Performs as courier for entire campus.

Essential Duties and Responsibilities:

- Responsible for security of US mail from receipt to delivery.
- Pickup mail and parcels at Post Office in van. Some bags and parcels weighing in excess of 75 pounds.
- Sort incoming mail into correct destination slot. Place mail into correct mailbags for delivery.
- Load mail and parcels into van for campus delivery.
- Responsible for sorting mail into Professor boxes at various locations.
- Responsible for training student helper for courier position.
- Return mail to mail services for sorting, on-campus or off-campus.
- Act as courier for deliveries of all packages, computers, printers to office, and delivery of bulk mail to the Post Office etc.
- Responsible for mail van, keeping clean, fueled, and mechanical appointments.
- Performs assigned duties as designated.

Knowledge, Skills and Abilities:

High School diplomas or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. General knowledge of standard mail machine operations and procedures. General knowledge of basic mathematics, and ability to establish and maintain effective working relationships with associates and general public; ability to follow oral and written instructions. Must have a valid driver's license. Must be physically able to lift and carry packages weighing up to 75 lbs up and down stairs. 95% of this position is courier work. Some computer skills and postal knowledge preferred. Must pass a pre-employment physical and background screening.

Stonehill College
Human Resources Department
320 Washington Street
Easton, MA 02357

Fax to: (508)565-1499
Email to: hr@stonehill.edu

Applicants who will enrich the diversity of the campus community are strongly encouraged to apply.

Stonehill College is an equal opportunity employer committed to diversity.