The Mailroom is utilized by the Baruch College community as a medium to interchange correspondence and resources within our campus and with those who conduct business with the college. The Mailroom’s mission is to provide that service in a dependable, expeditious and professional manner. Reporting to the Mailroom supervisor, the college assistant position will work with the Mailroom staff to achieve and maintain our mission.

Mailroom College Assistant – Campus Specific Duties

- Enter inbound packages information into system for tracking
- Address departmental box numbers to inbound mail
- Sort inbound and interoffice mail into department mailboxes
- Mail delivery and pick-up from departments throughout the college
- Run mail through meter to apply postage
- Create and fasten United Parcel Service (UPS) labels onto outbound packages
- Deliver outbound mail to the post office and/or UPS store
- Enter postage/charges into excel
- Photocopying when needed
- Provide excellent customer service when responding to faculty/staff’s inquiries via phone, email or in person
- Perform related duties as assigned

General Work Tasks

- Performs routine clerical work; may answer and attend to telephone calls; maintain records, operate office machines (such as copier), sort and distribute mail, issue keys and identity cards, act as messenger, and perform related tasks as required.
- Types letters, memoranda, charts, and similar materials.
- Acts as cashier.
- Assists in statistical or research activities. May collect and compile data, code data for computer entry, perform data entry, and run computer reports.
- Performs clerical library work, such as sorting and shelving books, performing data entry into library systems, or binding books and periodicals.
- Assists in instructional programs, including tutoring and assisting students in areas such as reading and mathematics. May assist in speech and hearing therapy, provide musical accompaniment, and/or distribute and collect physical education equipment.
- Enters and maintains departmental records such as inventory control records, rosters, directories and schedules.
- May operate computers, computer software, and other electronic equipment in performing assigned tasks.

Compensation

$15.00/hr - $17.00/hr; pay rate commensurate with experience

How To Apply

Please email your cover letter and resume to MailroomRecruitment@baruch.cuny.edu.