University Libraries
Student Employee Job Description

Title: Mailroom – Receiving and Delivery 2
Pay Rate: Intermediate

General Description: Handle day-to-day tasks in the University Libraries’ Mailroom including delivering packages, mail and OhioLINK items to branch libraries and the NE depository.

Duties and Responsibilities:
1. Prepare daily pick-up and delivery of library materials to branch libraries, Monday through Friday
2. Deliver library materials to branch libraries, Monday through Friday
3. Receive, inspect, sort and deliver USPS, UPS, FedEx and campus mail and/or packages
4. Pack, unpack and process OhioLINK library materials
5. Pack materials for delivery to Better World Books, NE Depository and other companies
6. Pack discarded library materials and ship to proper recycling organization
7. Recycle discarded shipping materials such as cardboard boxes, bubble envelopes, packing paper etc.
8. Keep statistics related to packing and unpacking
9. Photocopying of OhioLINK, OHDEP and KDEP packing labels
10. Answer telephone and communicate with customers
11. Keep Mailroom work area clean, neat and safe
12. Other duties as assigned

Required Qualifications:
1. Ability to lift 40 lbs.
2. Ability to push heavy carts, operate a flatbed and two-wheeler
3. Ability to drive a van or SUV
4. Valid driver’s license and clean driving record
5. Ability to stand for hours
6. Manage time efficiently, work independently, and meet deadlines
7. Interpret instructions and follow them accurately
8. Ability to work during semesters between the hours of 8:00 am and 5:00 pm, Monday through Friday

Preferred Qualifications:
None

Working Conditions/Physical Requirements:
1. Library environment
2. Exposed to dirt and dust
3. May required frequent use of video display terminal
4. May require light physical effort (e.g., stooping, bending, and lifting)
5. May require physical strength to enable lifting 30 lbs