



ANNA MARIA
COLLEGE

Anna Maria College On-Campus Federal Work Study Job Description

50 Sunset Ln.

Paxton, MA 01612

Department/Location:	Mailroom
Supervisor:	Laurie Brown
Supervisor Preferred Contact Information:	Lauriebrown@annamaria.edu
Position Title/Classification:	Mailroom clerk
Positions Available:	2
Hourly Wage:	\$15
Job Description:	Process incoming and outgoing mail and packages and distribute them accordingly
Duties Performed:	Mail and package processing. Metering mail
Specific Qualifications:	Attention to detail. Accuracy. Organizational skills
Hours/Week:	5
Special Application Instructions:	

Dates of Employment (check one):

- Full Academic Year
 Fall Semester Only
 Spring Semester Only
 Summer Semester Only

Summer start date:

Summer end date: