

Work Study Job

Job Title:	Mail room assistant	Department:	Plant Operations
Hourly Rate:	\$19.97	Supervisor:	Phyllis Gorton

Job Description

Role and Responsibilities

Receive and deliver packages. Receive sort and deliver mail. Prepare mail for USPS.
This job requires walking from building to building in all kinds of weather.
Help with filing and other office tasks.

Educational Benefits

Develop good work habits. Improve personal communication skills. Learn problem solving skills. Improve time management skills.

Preferred Skills

Ability to read, write & comprehend English
Must be able to safely lift 50 LBS

Applications Accepted By:

Email:

Phyllis.gorton@Seattlecolleges.edu
Subject Line: mailroom assistant

Mail:

South Seattle College
MPB 001
6000 16th Ave SW
Seattle WA, 98106

Phone:

206.934.5385