

# Work Study Job

Job Title:	Mail room assistant	Department:	Plant Operations
Hourly Rate:	<b>\$20.76</b>	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 16<sup>th</sup> Ave SW  
Seattle WA, 98106

### Phone:

206.934.5385