

Student Employment Job Description

JOB TITLE: Printing & Mailing Student Runner

DEPARTMENT: Printing and Mailing

REPORTS TO: Karen Bush

REQUIREMENTS:

- **Education/Training:** No special training is needed
- **Experience/Background/Knowledge:** Knowledge of campus offices and drop off points
- **Skills:** must be able to walk the entire campus
- **Attire on the Job:** Student attire is appropriate
- **Expectations:** Trustworthiness is a must
- **Special Requirements:**

DUTIES (include but not limited to): The employee will be required to walk around campus to each building picking up work to be completed and dropping off work that has been finished in each area. The run is done twice a day once in the morning and once in the afternoon. Times can vary a little due to the student's schedule but the employee must be available sometime between 8-10 for the morning run and between 1-3 in the afternoon. We also have mailings that we may need help stuffing.

Other duties as required

NORMAL WORKING HOURS and DAYS: Monday - Friday: 5 Hours per Week