



Mailroom Attendant



Mailroom Attendants contribute significantly to our residents' living experience by providing quality customer service in the SRC Commons Mailroom.

Mailroom Attendants administer multiple mail services to on-campus residents. Their primary duties include the following:

- Provide general administrative support and customer service to on-campus residents
- Sort, post, and forward mail per established procedures
- Accept, track, and distribute packages
- Issue mailbox keys and track mailbox assignments
- Communicate with department staff, UNM Mailing Systems, & other campus constituents
- Assist in department projects, events, & initiatives

The Mailroom Attendant position is a great opportunity for students to gain some entry level work experience. Mailroom Attendants have many opportunities to develop rapport with fellow team members, connect with other students, and enhance their problem solving skills.

If you are interested in becoming a Mailroom Attendant, we encourage you to:

- Live on-campus
- Capitalize on opportunities to enhance your problem solving, attention to detail, and customer service skills

Mailroom Attendant positions are recruited whenever a vacancy becomes available. Check UNM Jobs periodically for open positions.

Mailroom Attendants are compensated at \$8.50 per hour.

