**Mail Clerk/Driver**

Mail Clerk/Driver, under limited supervision, duties may include, but are not limited to:

* Sorting incoming and outgoing mail.
* Picking up and delivering Cheney and Spokane campus mail.
* Driving mail vans.
* Assisting in mail processing and production.
* Performing other related duties as assigned or required.

This position will report to *insert department* and *insert title of supervisor/manager.*

This position will work *insert days and hours per week.*

**Required Qualifications:**

Applicants must have a valid driver’s license. Successful applicants may be required to complete the EWU Driver’s safety course upon hire.

Applicants must be able to occasionally lift/carry 30 lbs. Successful applicants may be required to complete the EWU safe lifting course upon hire.

Applicants must have a basic familiarity with computers and Microsoft Office Suite (e.g. Word, Excel, etc.)

Applicants must be able to work independently and accurately, and be reliable, responsive, organized, sensitive to the needs of a diverse population, willing to take direction and follow guidance.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**