

Adams State College
Mail Room

Work Study Job Description

Job Title: Mail Clerk

Job Description: Students will sort U.S Mail and inter-campus mail. Receive and log in packages from USPS, UPS and FedEx and forward any mail and packages to the appropriate addresses. Student must be honest, dependable and have a valid drivers license.

School/Department: Richardson Hall Mail Room/College Center Mail Room

Contact Person: David Martinez

Address: RH Mail Room

Phone: 587-7101