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Action Requested:  
- Add Posting (Complete ALL information)
- Remove Posting (Only complete Employment Type, Department, & Contact Person)

Employment Type:  
- Regular Student Employment
- Federal Work-Study

Semester Needed:  Fall 2017

Date Needed:  9/29/17  No. of Students Needed:  1

Department:  University Libraries, Mail Room

Location:  McWherter Library

Job Description:  Assists with Monitoring Shipping and receiving area of the University Libraries, serves as backup to the Mail Clerk in the retrieval and delivery of journal/books and materials for Branch Libraries, sorts incoming/outgoing mail.

Duties:  (check all that apply)
- Typing
- Filing
- Running Errands
- Computer Knowledge
- Copying
- Answering Phones

Hours:  This is a part-time position involving 12-20 hours per week. Must be available to work during breaks and holiday periods.

Pay Rate:  7.25/hr.

Contact Person:  James Singleton

E-mail:  jesngltn@memphis.edu

Contact Phone:  901-678-8202

Fax Number:  901-678-8218