

**Georgetown University Law Center  
Edward Bennett Williams Library  
111 G St. NW  
Washington, DC 20001**

**Mail Room, Acquisitions Department  
Student Assistant Job Description**

Nothing in the unit can be done if the mail is not opened. Post Office mail delivery times can be inconsistent so check the room periodically for any sign of delivery. Ideally the mail is sorted and opened upon its arrival.

The priority for opening the mail is as follows:

1<sup>st</sup> serials, 2<sup>nd</sup> ILL & priority mail, 3<sup>rd</sup> boxes, 4<sup>th</sup> first class mail.

Morning and afternoon mail runs:

Morning run should be done between 10:00 - 11:00 am

Afternoon run should be done between 4:00 - 5:00 pm

Responsibilities

The mail room has several bins that need to be delivered to the appropriate locations:

1. Take any mail in the "in-house" box up to the Staff Lounge to be sorted and distributed in the individual mail boxes.
2. The basket in Craig's incoming mail box truck is the reviewed "junk mail" which is then placed in the "Junk Mail" box in the staff lounge.
3. Take "ILL material" to ILL office.
4. The "outgoing campus mail" along with the check-in material placed in the mail room cart is taken across to the Law Center Mail Room, 5<sup>th</sup> floor McDonough and sorted and distributed into the individual mail boxes.
5. The posted outgoing US mail is taken to McDonough and placed next to the mail box on the wall of the F Street corridor for the post office folks to pick-up.
6. While at each location (staff lounge, ILL office, and law center mail room) you need to pick-up all of that locations library mail.

Requirements

Student must be able to meet the physical requirements of the job, which involves movement, light lifting, and moving of book carts. Ideally 2 hours a day would be good but hours may be scheduled in order to accommodate student class and study schedules. 10 hours per week.

Supervisor: Gloria Hanger  
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