

Shipping & Receiver Helper

Job ID:KPR-002

Campus: Kingston

Hours: Up to 12 hrs/week

Number of Positions: One (1)

Department: Shipping & Receiving

Number of Weeks: Up to 13 weeks

JOB DESCRIPTION

KEY DUTIES

- Sorting and bundling mail for delivery and pick up
- Some internal delivery of packages as required
- Metering external mail
- Clean/Organize shipping area as required
- On occasion may be asked to perform other duties as assigned, such as special functions (i.e., orientation, convocation, open house, awards dinners, etc.)

SKILLS REQUIRED

- Related experience an asset
- Dependable and trustworthy
- Able to ensure confidentiality
- Energetic
- Enjoy working with others
- Able to do physical work

TERMS OF EMPLOYMENT

- Rate of pay: \$15.06 / hour (including 6% vacation pay).
- This position falls under the provisions of Student Employees in the Part-time Support Staff Collective Agreement and is subject to union dues.
- **The student must be currently enrolled at St. Lawrence College.**
- The student must demonstrate a financial need by filling out the Employment On-Campus Assessment Form, be in good academic standing and sign a confidentiality statement.
- *BBA, Second Career and Apprenticeship students are not eligible for funding by the Student Employment On-Campus Program. They are still encouraged to apply, as additional funding options may be available.*

Posted Date: October 2, 2019

Closing Date: October 14, 2019

Apply Online:

Go to: www.stlawrencecollege.ca → "Work at SLC" → "Jobs for Current Students" → "How to Apply"

Apply on Campus

Kingston: Drop off your cover letter and resumes to the Student Employment On-Campus Dropbox located by Papa John's Pizza, or to Human Resources (Rm 01060) in the Student Employment mail box. Indicate the JOB ID clearly on the application.

Please ensure you complete the Employment On-Campus Assessment Form.