We are interested in students who exhibit honesty, enthusiasm, reliability, and are team oriented.

Requirements:

- Abide by the guidelines, policies and regulations of the United States Postal Service, Western Carolina University and the Department of Residential Living.
- Exhibit excellent customer service.
- Handle the needs and concerns of customers (student and parent/guardian).
- Immediately communicate significant concerns with the Student Mail Center Supervisor and Residential Living staff (when applicable) to maintain student satisfaction.
- Remain registered as a full-time student at Western Carolina University and maintain a 2.5 GPA or greater at all times.
- Work Saturday rotations and/or evenings (when applicable) to complete carrier deliveries.
- Continue working through the closing of the semesters, including the last day prior to any holiday or break.
- Return early after holidays and breaks for preparation of semester opening operations and training.

Responsibilities:

- Secure the Student Mail Center at all times.
- Greet and assist our clientele with mail-related questions or concerns.
- Transport, collect, receive, sort, and deliver mail and packages of various sizes and weight.
- Data entry for receiving, delivery and forwarding of mail and packages.
- Filing in alphabetical and numeric order.
- Maintain the mail suite boxes.
- Receive, relay messages and update Supervisor.
- Distribute flyers.
- Housekeeping duties.
- Other duties as assigned in order to assist the Student Mail Center and/or Supervisor.
STUDENT MAIL ASSISTANT APPLICATION

Western Carolina University
Department of Residential Living
Student Mail Center

Print/Type Full Name ___________________________________________ ID # ______________________

Date of Birth _____ / _____ / _____ Do you have a current valid Driver’s License? ______

Local Address ____________________________________________ Local Phone (_____) ______ - ______

(If On-Campus: building, room # & suite #)

Home/Permanent Address ____________________________________________ Street and/or PO Box # City State Zip Code

Home Phone (_____) ______ - ______ Cell Phone (_____) ______ - ______ (Optional)

WCU E-mail ______________________________ Other E-mail ______________________________

Applicants are expected to maintain a 2.5 GPA or greater at all times. Do you currently meet this requirement? ______

Proposed Graduation Date (mo. / yr.) _____ / _____ Major ______________________________

Are you a current WCU student? _______ Full-time or part-time? ______________

Are you pre-registered for classes next semester: ________________?

Please list below the hours you are AVAILABLE TO WORK & provide a print or screen shot of your class schedule:

Monday ______________________________________________________________

Tuesday ______________________________________________________________

Wednesday __________________________________________________________

Thursday ____________________________________________________________

Friday _______________________________________________________________

Total hours per week available for work ______

Dates available for work: Starting __________ Ending __________

Do you anticipate participation in an activity, teaching, internship or other commitments?
______________________________________________________________

Have you been hired on campus for next semester: ______? If so, what Dept. or employer ______

Are you planning to attend any Summer courses: ______? Are you available to work? ______

While employed by the Department of Residential Living, it is expected that you follow the guidelines of Western Carolina University and Department of Residential Living policies and regulations.

The Department of Residential Living strives to employ qualified individuals for each of our student positions. In doing this, we may not be able to accommodate all applicant requests.
Briefly describe any experiences or skills you have had which are relevant to the Student Mail Assistant position for which you have applied.

_________________________________________________________________

In addition to listing your work references below, we are requesting a letter of reference from a previous employer or a character reference from a professor, advisor, coach, or family friend, which can be emailed to the Student Mail Center Supervisor directly at ldwilson@email.wcu.edu.

**Work References**

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<th>Place of Employment</th>
<th>Supervisor’s Name</th>
<th>Address</th>
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Have you ever been fired or received any disciplinary action regarding previous employment: ________________
If yes, explain fully on an additional sheet.  

Yes or No

Have you ever been convicted of an offense against the law and/or are there any criminal charges currently pending at the time of this application other than a minor traffic violation? ________________
If yes, explain fully on an additional sheet.  

Yes or No

A conviction does not mean you cannot be hired. The offense, how recently you were convicted, and other relevant matters will be evaluated in relation to the job for which you are applying.

By signing below, I certify that the above information is correct and complete. My signature grants permission for the Department of Residential Living to access my educational records in order to verify information (check grades, disciplinary history, schedules) and process my application.

Applicant’s Signature _______________________________ Date ________________

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**For Residential Living Use Only**

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Additional Comments:

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Reference Comments:

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