



## Job Description

### College Assistantship: Mail Carrier

**Number of Students Needed:** 1

**Supervisor:** You are accountable to the Receptionist

**Responsibilities:**

1. Deliver mail to, and pick up mail from, Acadia University post office once every weekday. Preferred time is between the hours of 1:00 pm and 2:00 pm, or as mutually agreed.
2. Sort mail for delivery according to instructions given by Canada Post and staff.
3. Sort mail and deposit it in the applicable faculty, staff, and student mailboxes.
4. May be required to pick up or deliver mail to main post office in Wolfville or at bus terminal at Muddy's Convenience store.
5. Assist staff periodically with large mail outs, such as ADC Today newsletter.
6. Other duties on occasion (i.e. drop-off/pickup from other departments on campus)

**Schedule:** Your responsibilities begin the first day of term and conclude on the last day of exams except for stated holidays.

The College is closed on the following holidays except for intensive-week classes as scheduled:

- Thanksgiving Day
- Remembrance Day
- New Year's Day
- Nova Scotia Heritage Day
- Good Friday

Generally, you are required to work an average of **4-5 hours per week** throughout the fall semester (September 3, 2019, to December 12, 2019) and winter semester (January 6, 2020, to April 19, 2020).

Your schedule includes the intensive-week classes and exam weeks throughout the academic year:

- Orientation Week (September 3-6, 2019)
- Fall Reading Week, ADC intensives (October 28-November 1, 2019)
- Fall Exam Week (December 10-12, 2019)
- Winter Intensive Week (February 17-21, 2020)
- Winter Exam Week (April 7-9, 2020)

**If you are unable to report to work due to illness or a family emergency, you are responsible to find a replacement and inform your supervisor immediately. This replacement person will be chosen from the list of approved students who have received a college assistantship bursary.**

**Remuneration:** A College Assistantship is granted for the academic year and is paid in the amount of **\$1,650**.

**Keys:** You are required to return keys, if applicable, to the Building Manager at the end of the winter term.

|               |  |
|---------------|--|
| Key #         |  |
| Received Date |  |
| Returned Date |  |

Student: \_\_\_\_\_

Building Manager: \_\_\_\_\_

**I understand and agree to fulfill the responsibilities of this position.**

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Supervisor: \_\_\_\_\_