

Dear Applicant,

Nice hearing from you. Let me explain about the job briefly. It is very much a driving job that can be physically challenging at times. You will be using a university van to deliver mail & packages around the University Community, which includes the River Campus, Medical Center, Eastman School of Music (downtown Rochester) and other locations. The four-hour shifts run from 8 – 12 and 12:30 – 4:30, Monday through Friday – NO weekend work. As a part time student employee you can only work a maximum of 20 hours /week. There is complete defensive driver training and you will also train on a specific delivery route before you are on your own. You may also occasionally be asked to work in the back mailroom pitching, sorting & metering mail, or stuffing envelopes with many of the materials you have personally received from the University in the past.

The disadvantages of this job include you are expected to drive and work in all the inclement weather Rochester is known for: rain, snow, sleet, freezing temperatures, hot humid etc. Also our office is located OFF campus @ 1510 Mt. Hope Avenue which is next to Dunkin Donuts, across from Mt. Hope Family Diner - a not so short walk or bus ride from campus depending on your perspective.

The advantages consist of being paid better than most part-time student jobs in direct correlation with the greater responsibilities you will be accepting. You will be able to work (part or full time!) during breaks, holidays, and summers when other departments may be shut down completely. You'll also be getting off campus and seeing what Rochester is all about, and seeing how the University operates "behind the scenes". You will be associating with a close knit bunch of people who enjoy what they are doing.

Once you verify verbally that you have a clean driver's license (no traffic tickets), and have been driving for at least three years, I will then invite you in for an informal interview which will include a one hour ride along with one of our other drivers to see exactly what would be expected of you. Casual dress is ok, but no sandals allowed for safety purposes. Then you will be given a quick "road test" behind the wheel of one of our vans to check out your safe driving abilities. Depending on various criteria, you may be asked to come back for a follow up interview OR you may be told to go ahead and "acquire" your official Motor Vehicle Driver's License Record or Abstract from whatever state your driving license is from.

First things first, please let me know:

- 1) What hours you are available (that is, what shifts: 8-12 or 12:30 – 4:30 M-F)?
- 2) How many hours you want to work per week?
- 3) Confirm you have a clean valid driver's license and from what state, along with three year's driving experience.
- 4) Where you are currently living?
- 5) That you are a full-time registered UR student & what is your graduation year (this applies even for summer work).

I will review the information and see if I have those hours available. When I get all the applicants in I will begin calling folks for an interview/drive along. I hope I hear back from you soon, along with the information I have requested and thank you for the inquiry.

Bill Orel

*Courier Supervisor
University Mail Services
University of Rochester
1510 Mt. Hope 14627
(585) 275-2001
Digital Pager: 935-0223
Fax (585) 473-6463
bill.orel@rochester.edu*