

Dear Applicant,

Nice hearing from you. Let me briefly explain about the job. It is very much an outdoor/tunnel walking job that can be physically challenging at times. You will be using a university supplied hand cart to deliver mail & packages around the River Campus. The shifts run from 8:30 – 11:30 and 1:00 – 4:00, 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 training which includes learning the exact delivery route before you are on your own. You may also occasionally be asked to work in the CPU or 1510 Mt. Hope 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 working in all the inclement weather Rochester is known for: rain, snow, sleet, freezing temperatures, humid summers, etc. Although you will primarily be working on River Campus you may also on rare occasions be asked to help out at our office OFF campus. This is at 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* include working (part or full time!) during breaks, holidays, and summers when other departments that employ student employees may be shut down completely. You'll also see how the University operates "behind the scenes" and associate with a close knit team of people who enjoy what they are doing.

Once you verify you have 8:30-11:30, 1-4 or both times slots available for work, we will invite you in for an informal interview which will include a one hour walk along with one of our couriers to see exactly what would be expected of you. Casual dress is ok, but no sandals allowed for safety purposes. Then there will be a follow up office interview answering any more questions you might have.

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

Bill Orel

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