

Mailroom Student Assistant

Aerospace Engineering

The AE Facilities team are currently recruiting students to join the GT Aerospace Engineering Mailroom as a student assistant. Job responsibilities include:

- Sort and process incoming mail and packages for the appropriate departments and faculty.
- Notify customers via email of package and mail arrival.
- Maintain accurate records of package pickups.
- Provide customer service to students, faculty, and staff by answering mail-related questions.
- Receive and process lost & found items into our inventory.
- Maintain office supplies inventory.
- Assist in upkeep and tidiness of the mailroom.

If you are a Georgia Tech student and have interest in joining our fantastic team, please email AEFacilities@groups.gatech.edu. We look forward to connecting with you soon.