



Posted: 06/09/2025

Pay Range: \$11.75 - \$15.66

Status: Non-Exempt, Part-time (25-30 hours)

[The College of Idaho](#) is seeking a versatile **Mail Center and College Store Clerk** to join our team! Are you a customer-focused individual with excellent organizational skills? This unique dual-support role offers an exciting opportunity to contribute to the daily operations of both our busy Mail Center and vibrant College Store.

This position plays a pivotal role in ensuring efficient operations within both areas. Key responsibilities include the precise and timely processing of incoming and outgoing mail, as well as fulfilling various copy and print requests to meet the needs of the college community. In the College Store, the clerk will be responsible for addressing product inquiries and managing apparel sales. This role requires strong interpersonal skills to interact effectively with a diverse range of individuals, alongside excellent organizational abilities to efficiently manage tasks across both the retail and mail/print service functions.

The successful candidate will possess a high school diploma or equivalent and demonstrate exceptional customer service and communication skills. Self-motivation, a strong work ethic, and personal integrity are essential. The role requires regularly lifting up to 30 pounds and occasionally up to 50 pounds. This position requires occasional weekend and evening work.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current valid driver's license is also required and candidates must be vehicle insurable.

The College offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events. Spouses, domestic partners, and dependents are eligible for benefits coverage.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references: two (2) from management and one (1) professional, sent to hr@collegeofidaho.edu. Review of applications will begin immediately and continue until the position is filled. As we move through the application review process, additional information may be requested from qualified candidates.

With over 134 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal-opportunity employer. We are dedicated to attracting, retaining, and optimizing performance and academic excellence through an inclusive workforce. The College does not discriminate on the basis of sex, race, color, age, religion, disability, national and ethnic origin, veteran status, sexual orientation, gender identity, or any other basis protected by law.