

## EMPLOYMENT OPPORTUNITY

The Dean's Office in the College of Education and Human Services is looking for student assistant(s) for the Summer and Fall semester. Please see below for job description. Position(s) available immediately or at the start of the Summer 1 session.

**JOB TITLE:** Student Assistant

**DEPARTMENT NAME:** Office of the Dean of Education & Human Services

**SUPERVISOR TO CONTACT:** Kelly Davis

**TELEPHONE:** 717-871-7333

### **DUTIES AND RESPONSIBILITIES:**

- Reception: welcome/greeting all visitors to the Dean's Office
- Triage of all telephone calls and walk-ins: refer them to other staff or departments, as needed
- Sorting and distribution of incoming mail / Deliveries in house and across campus
- Scheduling meeting rooms in Stayer through Astra
- Bulk mailing projects: printing, folding, sorting, preparing envelopes
- Handling travel requests and vouchers
- Filing
- Copying and scanning documents
- Organize and inventory storage areas and bulletin boards
- Maintaining office spaces: watering plants, cleaning conference room, organizing supplies
- Special projects, as assigned by members of the Dean's Office staff

### **JOB QUALIFICATIONS:**

- Professional student to represent the Dean's Office
- Working knowledge of Microsoft Office, particularly Word, Excel, and Outlook and willingness to learn
- Strong customer service skills and positive attitude
- Ability to sit for long periods of time, but also bend, lift, walk, carry, and stand throughout the day
- Ability to handle confidential and sensitive information
- Ability to work independently and think critically

**WAGE:** minimum wage

**DATE OF EMPLOYMENT:** year round opportunities