

MEMORANDUM

To: The University Community

From: Lauren Weitzel, Director
Purchasing and Campus Services

Date: January 25, 2018

Re: PT Student Worker Needed – Purchasing Office

A part-time student worker is needed in the Purchasing Office.

DUTIES AND RESPONSIBILITIES:

Assist Office staff with office responsibilities to include but not limited to:

- Scanning Travel forms into OnBase
- Processing Mail
- Processing new incoming Travel forms
- General: filing, copying, typing/data input, scanning
- Covering front desk at lunch, directing students/staff/faculty walk-ins, scheduling appointments and/or directing calls
- On campus deliveries
- Updating forms
- All other duties as assigned by Purchasing staff

*Any student worker hired in the Purchasing Office MUST sign and honor a confidentiality responsibility form. Violations can be subject to termination.

JOB QUALIFICATIONS:

General computer experience (Word and Excel preferred)
Attention to detail
Must be capable of maintaining confidentiality at all times
OnBase experience preferred, but will train

Hours – may vary depending on student’s class schedule.
Salary - \$7.25 hr

If interested, please forward your Student Employment Application to
Purchasing@millersville.edu.

Any questions, please call Jean Ressler @ x4181.