<u>Student Employment Opportunities Available in Advancement (Duncan Alumni House)</u>

The Advancement Division has a number of student assistant positions available in various capacities. One of the primary responsibilities of the Advancement team is to raise private dollars to help enhance the mission of Millersville University in providing excellent programming and educational experiences to our students. Exciting things are happening as we prepare to go public with the first campaign in University history focused solely on students, "Imagine the Possible" … highlighting three priorities … scholarships, student learning experiences and athletics. We would love to have you join our team!

The number of hours per position is between 5-20 hours per week. Due to the extensive training involved, preference given to applicants who are able to work, not only during the fall and spring semesters, but also over the winter and summer breaks.

Student assistants are needed in the following offices:
- 1 position - Office of the Vice President for Advancement
  - Supervisor: Joyce McEwan-Whitehead: 717-871-7500
  - Pay Rate: $7.25 per hour
  - General Office work
  - Send resume to joyce.mcewan-whitehead@millersville.edu
- 2 positions - Development Office
  - Supervisor: Denise Weidman: 717-871-5809
  - Pay Rate: $7.25 per hour
  - General Office work
  - Send resume to denise.weidman@millersville.edu
- 1 position – Development Office – Fiscal Technician
  - Supervisor: Janette Koehn: 717-871-7782
  - Pay Rate: $7.65 per hour
  - Send resume to janette.koehn@millersville.edu
  - Responsible for preparing gift acknowledgement letters to donors. High level of attention to detail and accuracy required. No telephone duties required.
  - *Must be able to work 10-20 hours per week as well as summer and breaks.*
- 1 position – Development Office – Advancement Information Services
  - Supervisor: Meghan Dinges: 717-871-5812
  - Pay Rate: $7.65 per hour
  - Responsible for helping to maintain the Advancement database in Banner.
  - Send resume to Researchand.Data@millersville.edu

Duties and responsibilities in each area include (but are not limited to):
- Computer data entry
- Filing
- Mailings
- Make deliveries on campus as needed
- Copy work as needed
- Typing (word processing, letters)
- Telephone Support – take and deliver messages to appropriate staff members

Basic Job Qualifications for each area are:
- Ability to maintain strict confidentiality
- Attention to detail and accuracy
- Dependability
- Word Processing skills (Word)
- Computer skills
- Organizational skills
- Willingness to perform varied duties
- Ability to work well with others