

MEMORANDUM

Date: April 25, 2018
To: The University Community
From: Lauren Weitzel, Director of Purchasing and Campus Services
Re: Moving Crew Student Worker Needed

A student worker is needed with the moving crew for the summer season and fall semester.

The following information is the job description and all other pertinent details needed.

MILLERSVILLE UNIVERSITY STUDENT EMPLOYEE JOB DESCRIPTION FORM Summer Break 2018

JOB TITLE: Campus Mover **NUMBER OF POSITIONS AVAILABLE: 2**

DEPARTMENT: Moving Crew

BUILDING IN WHICH DEPARTMENT IS LOCATED: Palmer Building

SUPERVISOR TO CONTACT: Jason O'Connor **TELEPHONE EXT:** 4332

DUTIES AND RESPONSIBILITIES:

Assist in completing campus moves; lift 30 lbs. frequently; lift 70 lbs. occasionally; maintain safe work environment; other duties as assigned.

JOB QUALIFICATION:

Pleasant personality; neat appearance; ability to establish and maintain a good working relationship with other employees; keen sense of responsibility; dependability; driver's license is a plus.

HOURS: Monday-Friday 7:00-3:00 for the summer.

Employee would have the opportunity to continue employment in the fall semester. Hours would be determined by your class schedule.

Salary: \$7.25 hr

If you have any additional questions, please contact the Ed Foehlinger at extension 7008 or the Purchasing Office at extension 4184.

Thank you for your cooperation.