

MEMORANDUM

TO: The University Community

FROM: Virginia W. Brooks, Administrative Assistant to the President
Office of the President

DATE: April 11, 2018

RE: Fall 2018 Part-time Student Worker Vacancies

DUTIES AND RESPONSIBILITIES:

- Assisting with answering telephones and taking complete messages
- Opening and sorting mail
- Scheduling Sherts Boardroom using Astra
- Preparing routine routing materials
- Preparing draft correspondence and compiling attachments for correspondence
- Photocopying
- Mailing correspondence to various offices, on and off campus
- Working with Microsoft Excel to enter information into and maintain databases
- Performing Mail Merges using Microsoft Word
- Assisting with bulk and other mailings
- Delivering materials across campus as necessary
- Attending to daily opening and closing procedures for the office
- Assisting with keeping office equipment functioning
- Performing other clerical duties as assigned

JOB QUALIFICATIONS:

Confidentiality is very important to this office. Any students worker hired in the Office of the President must sign and honor a confidentiality statement. Students must be reliable, dependable, be able to follow instruction and work independently using pre-established guidelines, be accurate and give attention to details especially with regard to taking phone messages, and must be able to write legibly. Microsoft Office experience required especially as it relates to Word, Excel, and Outlook.

WAGE:
\$7.65 / hour

DATE OF EMPLOYMENT:

Fall 2018 semester with possibility for holiday break employment. This office hires on a semester-to-semester basis.

If you are interested, please contact Virginia Brooks at 717-871-7001 or Virginia.brooks@millersville.edu.