

## Student Employment Opportunity Available in the Office of Human Resources

We are searching for a customer-service oriented student assistant to become part of our team. Our student assistant will have excellent interpersonal skills and ability to maintain confidentiality in order to support the receptionist and general office duties. Other job qualifications include experience using Word and Excel; attention to detail; excellent organizational skills. The hourly rate is \$7.25.

The summer schedule is Monday to Friday 10 a.m. to 2 p.m. or 11 a.m. to 3 p.m. Schedule will change fall and spring semesters.

Please send letter of interest via email to [Sylvia.lepore@millersville.edu](mailto:Sylvia.lepore@millersville.edu)