Online Programs Student Assistant

Job Description:

The Office of Online Programs employs students to assist the office in various capacities. The Office of Online Programs focuses on enrolling and supporting online students. We work with students from inquiry through to graduation.

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

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
• Email support – communicate updates to students and/or colleagues

Qualifications

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

Application Instructions:

Please send your resume or job related experiences to Madelyn Matias or Janice Moore via email @
Madelyn.matias@millersville.edu
Janice.moore@millersville.edu