

The Undergraduate Admissions Office has several student employment opportunities within our office. Positions will have set weekly hours and would start in the fall with a few positions starting in the summer for the call center. If you would be interested in applying, please review the qualifications and responsibilities for each position and apply at <https://apply.millersville.edu/register/officeapplication>.

Administrative

Responsible for supporting the administrative and counseling staff by data entry with Slate, opening and processing incoming mail, assist with outgoing mailings, scanning and assigning incoming materials to applications through Slate, and an opportunity to participate in admissions fall and spring recruiting events.

Call Center

Responsible for supporting the administrative and counseling staff by answering telephones, routing phone calls to the correct staff member, logging incoming calls, answering general questions regarding Millersville University, use of Slate, assisting with mailing and packaging of materials, and an opportunity to participate in admissions recruiting events.

Qualifications for Employment

- Current undergraduate student in good academic standing.
- Full time or part time student at Millersville University with the intention to remain a student at MU in the upcoming academic year.
- Minimum GPA 2.3.
- Ability to effectively and positively represent Millersville University.
- Knowledge of resources at Millersville University.
- Exhibit leadership, initiative, dependability, self-confidence, and willingness to learn.
- Demonstrate strong and sound judgment.
- Shows a strong commitment to the mission of the Office of Undergraduate Admissions.
- Ability to work independently and within a team.
- Computer experience.
- Obtain background clearances through Human Resources.