

MEMORANDUM

TO: The University Community
FROM: Julianne Browne, Secretary, Office of Learning Services
DATE: September 6, 2018
RE: Part-time student workers are needed in the Office of Learning Services and The Tutoring Center

DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- General filing, copying, typing/data input, emailing, and answering phones
- Welcoming people to our office and providing them appropriate information
- Proctoring, scribing and reading exams
- Maintaining confidentiality of records and academic integrity of exams

JOB QUALIFICATIONS:

- Ability to work with a diverse population
- Good inter-personal skills on the phone and face-to-face
- Attention to detail
- General computer experience (Word, Excel and Outlook preferred)
- Must be capable of maintaining confidentiality at all times
- Hours may vary depending on student's class schedule.
- Salary: \$7.25 hr

Any student worker hired in the Office of Learning Services and/ or The Tutoring Center MUST sign and honor a confidentiality responsibility form. Violations will be subject to termination.

If interested, please pick up an application in Lyle, Room 352.

For any questions, please contact Julianne Browne at 717-871- 5554 or julianne.browne@millersville.edu