

MILLERSVILLE UNIVERSITY
STUDENT EMPLOYEE
JOB DESCRIPTION FORM

JOB TITLE Student Assistant NUMBER OF POSITIONS AVAILABLE 2
DEPARTMENT President's Office DEPARTMENT COST CENTER # 6011101000
BUILDING IN WHICH DEPARTMENT IS LOCATED Biemesderfer Executive Center
SUPERVISOR Ms. Virginia Brooks
CONTACT PERSON EMAIL: Virginia.Brooks@millersville.edu

DUTIES AND RESPONSIBILITIES:

- Assist with answering telephones and taking complete messages
- Open and sort mail
- Schedule Sherts Boardroom using Astra
- Prepare routine routing materials
- Prepare draft correspondence and compile attachments for correspondence
- Photocopy
- Mail correspondence to various offices, on and off campus
- Work with Microsoft Excel to enter information into and maintain databases
- Perform mail merges using Microsoft Word
- Assist with bulk and other mailings
- Deliver materials across campus as necessary
- Attend to daily opening and closing procedures for the office
- Assist with keeping office equipment functioning
- Perform other clerical duties as assigned

JOB QUALIFICATIONS:

Confidentiality is very important to this office. Student 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:
Spring 2019 semester with possibility for holiday/summer break employment. This office hires on a semester-to-semester basis.

AVERAGE NUMBER OF HOURS OF EMPLOYMENT PER WEEK 15 - 20+ hours