

# STUDENT EMPLOYMENT OPPORTUNITY

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## Office/Research Assistant Provost's Office

### **JOB QUALIFICATIONS:**

Confidentiality is very important to this office. Student must be reliable, dependable, and able to follow instructions and work independently using pre-established guidelines. Accuracy and attention to detail are required, especially when taking phone messages. Must be able to write legibly. Microsoft Office Suite experience is required (Word, Excel and/or Outlook).

### **DUTIES AND RESPONSIBILITIES:**

1. Attending to daily opening and closing procedures for the office.
2. Serving as receptionist to Biemesderfer Center.
3. Assisting with answering telephones and taking complete messages.
4. Scanning and appropriately labeling and storing documents for electronic records maintenance.
5. Logging and verifying invoices, receipts, travel requests and expense vouchers against budget reports.
6. Researching websites and other sources for requested information.
7. Photocopying and preparing file folders.
8. Opening, sorting and delivering mail to appropriate offices.
9. Typing documents and labels on typewriter and PC.
10. Preparing materials for twice-daily mail pick-ups (on and off campus)
11. Compiling attachments for correspondence.
12. Delivering materials daily across campus to various buildings/offices.
13. Filing documents.
14. Shredding obsolete documents.
15. Assisting with keeping office equipment functioning.
16. Performing other clerical duties as assigned which may include:
  - running errands
  - moving books and boxes
  - with supervision, organizing archival storage in Library basement

### **WAGE:**

\$7.65 / hour

### **DATE OF EMPLOYMENT:**

Effective Spring 2019. This office hires on a semester-to-semester basis.

### **AVERAGE NUMBER OF HOURS OF EMPLOYMENT PER WEEK:**

Spring & Fall Semesters: 10 – 15 hours  
Summer & Winter: 37.5 hours

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Please contact Gloria Dao at 717-871-7576 or [Gloria.dao@millersville.edu](mailto:Gloria.dao@millersville.edu).