

STUDENT EMPLOYMENT OPPORTUNITY

College of Arts, Humanities & Social Sciences

Each student worker's primary responsibilities will be to greet and assist students, faculty, campus personnel, business people, community members, and others coming to or calling the Dean's Office, to provide support to the Dean, Associate Dean, Administrative Manager, Administrative Assistant, and Graduate Assistants, and to carry out the tasks below on behalf of the Dean and the College of Arts, Humanities & Social Sciences. Microsoft Office Suite experience is required.

Duties and Responsibilities

Serve as receptionist for the College of Arts, Humanities & Social Sciences and McComsey Hall:

- Greet people and answer questions about the building and general College information.
- Answer phones and transfer appropriately or take detailed written messages.
- Receive, check, and process College forms.
- Help students and faculty gain appropriate entry to rooms in McComsey.

Serve as staff support to the Dean, Associate Dean, Administrative Manager, Administrative Assistant, and Graduate Assistants:

- Deliver outgoing Dean's Office mail to departments within McComsey.
- Make other deliveries throughout the campus when timeliness or security of material warrants.
- Distribute mailings to the department chairs, secretaries, programs, Dean's Council and others.
- Maintain, process and update files.
- Prepare basic spreadsheets of gathered information.
- Contact people on behalf of members of the Office staff.
- Provide staff support as needed for various College projects.

Take responsibility for routines that keep the office functioning well:

- Sort, date stamp when appropriate, and distribute incoming and outgoing mail, including large off-campus mailings.
- Keep copier in Room 234 filled with paper and toner.
- Order online and organize supplies for the Dean's Office as needed.
- Schedule, organize, update, help set up, and/or maintain McComsey Central Lobby Display Cases.
- Perform other duties as assigned.

NOTE: Confidentiality, accuracy and attention to detail are essential.

Wage

Starting at \$7.25 per hour

Hours

20-30 hours per week – hiring NOW

Please contact Lina Ospina at Lina.Ospina@millersville.edu for all questions and inquiries