

Student Employment Opportunity Available

A Student Employment opportunity is available in the *Office of the Vice President for Advancement*, Duncan Alumni House, 205 N. George Street, Millersville.

We are looking for a customer-service oriented student assistant to become part of our team. The hourly rate is \$7.65.

The number of hours, per position, is between 5-20 hours per week (weekdays between 8:00 am -4:30 pm). Due to the extensive training involved, preference given to applicants who are able to work, not only during the fall and spring semesters, but also over the winter and summer breaks.

Please send resume via email to joyce.mcewan-whitehead@millersville.edu (supervisor of student assistants, VP office for advancement).

Duties and responsibilities include:

- Computer data entry
- Filing
- Mailings
- Maintain, process and update files
- Make deliveries on campus, as needed
- Copy work as needed
- Typing (word processing, letters)
- Computer/online research
- Telephone Support – take and deliver messages to appropriate staff members
- Perform other duties as assigned

Basic Job Qualifications:

- Ability to maintain strict confidentiality
- Attention to detail and accuracy is essential
- Dependability
- Word Processing skills (Word)
- Knowledge of Excel (spreadsheets)
- Computer skills
- Organizational skills
- Greet people and answer questions about the building and the staff contained therein
- Willingness to perform varied duties
- Ability to work well with others

Must have Criminal Background Check (Act 34), Child Abuse History Clearance (Act 151) and FBI Federal Criminal History-Fingerprinting (Act 114), before employment start date.