

## College of Graduate Studies and Adult Learning

### Ware Center Student Assistant

#### **Description:**

The Ware Center assistant will provide support to students, faculty and staff at the Ware Center. The assistant will assure that the student areas and classrooms are conducive for their intended purposes. The student assistant will:

- Provide excellent customer service to students, faculty, and staff.
- Serve as the CGSAL contact to inform the campus staff of concerns.
- Assist faculty with equipment when needed.
- Assist with issuing and collecting parking passes.
- Assure that equipment in the Computer Lab is functioning properly.
- Inform the campus staff when supplies are low.
- Pick up materials from campus and deliver materials to Ware Center.
- Assure that all academic spaces are conducive for intended purpose.
- Periodically check classrooms to make sure faculty have necessary supplies.
- Assist Ware Center staff as needed.
- Other duties as assigned.

Hours: Mon-Thurs. -3:30p.m.-7:00p.m.

Parking is provided at the Prince Street Garage.

Please send resume to Alison Wells at [Alison.wells@millersville.edu](mailto:Alison.wells@millersville.edu)