

Student Employment Position Job Description – Online Programs

The Office of Online Programs employs students to assist the office in various capacities. The Office of Online Programs focuses on enrolling and supporting online students. We work with students from inquiry through to graduation.

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

General Information:

- Supervisor: Director of Online Programs or delegate
- Pay rate: \$7.25 per hour
- Hours: Varies based on student schedule
- Location: College of Graduate Studies & Adult Learning (CGSAL) in Lyle Hall
- Travel: not required
- Type of work: General Office Work
- Application: Student Employee Application required

Duties and responsibilities in each area include (but are not limited to):

- Computer data entry
- Filing
- Mailings
- Make deliveries on campus as needed
- Copy work as needed
- Typing (word processing, letters)
- Telephone Support – take and deliver messages to appropriate staff members
- Email support – communicate updates to students and/or colleagues

Basic Job Qualifications for each area are:

- Ability to maintain strict confidentiality
- Attention to detail and accuracy
- Dependability
- Word Processing skills (Word)
- Computer skills
- Organizational skills
- Willingness to perform varied duties
- Ability to work well with others

Any student interested in applying please send your resume to madelyn.matias@millersville.edu.