

# Student Employee Opportunity

## Payroll Office

Student worker needed to help support the Payroll department.

Spring 2019 hours: Mondays 11:00am-3:00pm

### **Job Description:**

- ♦ Scanning/indexing documents into OnBase imaging system
- ♦ Answer phones
- ♦ Stamp mail
- ♦ Customer service duties such as answering basic questions at the front desk and helping students with new hire paperwork
- ♦ Filing
- ♦ Other duties as assigned

### **Job Qualifications:**

- ♦ Ability to maintain strict confidentiality
- ♦ Customer service skills
- ♦ Computer skills
- ♦ Willingness to perform varied duties

**Pay Rate:** \$7.25

**Contact:** Lori Rodriguez

Email qualifications or resume to [lori.rodriquez@millersville.edu](mailto:lori.rodriquez@millersville.edu) if available Mondays from 11:00am-3:00pm.