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.rodriguez@millersville.edu if available Mondays from 11:00am-3:00pm.