

Student Office Assistant positions available in Registrar's Office

Summer 2019 & Fall 2019 terms

If you are interested in working on campus at Millersville University, we have positions available in the Registrar's Office for the upcoming Summer / Fall 2019 semesters! Please see the details below:

TITLE: Student Office Assistant

LOCATION: Registrar's Office, Lyle Hall, 1st floor

HOURS OF OPERATION: Monday-Friday, 8am-5pm

SUMMARY: Provide clerical and office support to the Registrar's Office.

JOB DUTIES:

1. General clerical work such as typing, filing, photo copying, scanning, emailing, and delivering items on-campus
2. Process incoming campus mail, distributing to appropriate recipients
3. Data entry in MS Excel, Banner, OnBase, and other computer programs
4. Receive, scan and index various documents into OnBase
5. Provide customer service at Registration window
6. Prepare transcripts and diplomas for mailing to students
7. Other duties as assigned

TYPES OF OFFICE EQUIPMENT USED: Computers, photocopier, scanner

QUALIFICATIONS:

1. Must possess excellent organizational and communication skills
2. Must have excellent MS Office (Word, Excel) skills
3. Must be competent typist-minimum of 50 wpm
4. Must be detail oriented, reliable, efficient, conscientious, possess a high level of accuracy, and able to work with minimal supervision
5. Must be able to adapt in a fast paced office
6. Current MU students must have a minimum 2.5 GPA
7. Per University Policy, student employees must obtain three PA required background clearances to be employed: Criminal background (Act 34), FBI fingerprint (Act 114), Child Abuse History (Act 151). Students will be reimbursed for the costs of these background clearances. Act 114 and Act 151 clearance checks completed 36 months prior to a student worker's start date are acceptable.

COMPENSATION: \$7.25/hour

For an application, please contact Nathan Olweiler: nathan.olweiler@millersville.edu