

## College of Graduate Studies & Adult Learning

### Student Office Assistant

#### **Description:**

The office assistant will provide administrative support in the College of Graduate Studies and Adult Learning. The student will work directly with the office staff on administrative tasks with occasional tasks from the Graduate Assistant Dean. The office assistant will:

- Provide excellent customer service.
- Respond to phone and email questions and concerns.
- Assist with the tracking, issuance and collection of Ware Center parking passes. (may require travel to Ware Center at beginning and end of semester)
- Assist with the program for lifelong learners.
- Develop supply orders.
- Organize data in Excel or Word documents.
- Assist with Ware Center space identification.
- Research a given topic online.
- Pick up and deliver documents to other offices on campus as needed.
- Other duties as assigned.
- Communicate concerns immediately to the administrative assistant.
- Must be able to work independently

The schedule is flexible.

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