

## **Human Resources Student Office Assistant**

Student Employment Opportunity Available in the Office of Human Resources – Part-time, possibly Fall semester as well.

We are searching for a customer-service oriented student assistant to become part of the team.

Our student assistant will have excellent interpersonal skills and ability to maintain confidentiality in order to support the staff and general office duties. Other job qualifications include experience using Word and Excel; attention to detail; excellent organizational skills.

SHIFT: Monday thru Friday - 10 a.m. – 2 p.m.  
(Schedule is flexible)

Please send letter of interest via email to [Nereida.Velez-Forgrave@millersville.edu](mailto:Nereida.Velez-Forgrave@millersville.edu)