

Student Office Assistant position available in the Office of Field Services

Summer 2019 & Fall 2019

TITLE: Student Office Assistant

LOCATION: Field Services, Stayer, Room 120

**OFFICE HOURS OF OPERATION: Summer 2019: Monday to Friday, 8am to 4pm
Fall 2019: Monday to Friday, 8am to 4:30pm**

STUDENT WORK HOURS: Schedule is flexible, but must be consistent throughout the semester

SUMMARY: Provide clerical and office support to the Office of Field Services

JOB DUTIES:

1. Handle general inquiries and respond to telephone and email correspondence
2. Handle routine paperwork, filing, shredding, photocopies, etc.
3. Prepare items for mailing and distribution
4. Access and update records as requested
5. Complete projects as requested by the Field Services Office staff
6. Other duties as assigned

The job requires the following:

1. Strong customer service skills
2. Must be able to adapt in a fast paced office.
3. Must be detail oriented, reliable, efficient, and conscientious, possess a high level of accuracy, and be able to work with minimal supervision.
4. Must possess excellent organizational and communication skills.
5. Must have excellent MS Office (Word, Excel) Skills
6. Maintain the highest level of confidentiality
7. Ability to learn and use additional programs (Banner, OnBase)
8. Per University Policy, student employees must obtain the required background clearances in order to be employed.

**If interested, please stop by the Offices near Room 120 in Stayer or email
Field.Services@millersville.edu**