

Student Employment Opportunity

Advancement Information Services

Responsible for helping to maintain the
Advancement database in Banner.

Job Description:

- ♦ Computer Data Entry, Research, Imaging
- ♦ Other task as assigned

Job Qualifications:

- ♦ Ability to maintain strict confidentiality
- ♦ Attention to detail and accuracy
- ♦ Willingness to preform varied duties
- ♦ Computer skills

Pay Rate: \$7.65

Dates of Employment: All Semesters

Contact: Lisa Miller: 717-871-5805 Duncan Alumni House
or send Resume to Researchand.Data@millersville.edu

The number of hours per position is between 5-25 hours per week. Due to the extensive training involved, preference given to applicants who are able to work, not only during the fall and spring semesters, but also over the winter and summer breaks.