

SEEKING STUDENT ASSISTANT

TO: Current MU Undergraduate Students

FROM: The Office of Alumni Engagement

START DATE: February 2020

RE: Student Assistant Employment – Thursday & Friday, hours needed between 8 am – 4:30 pm.

DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Copying, typing/data input, emailing, and answering phones
- Provide excellent customer service and accurate information to people calling or visiting the office
- Packing and unpacking for alumni related special events
- Maintaining confidentiality of information

JOB QUALIFICATIONS:

- Must be reliable and dependable
- Able to work with a diverse population
- Good interpersonal skills on the phone and face-to-face
- Attention to detail and a willingness to learn
- General computer experience (Word, Excel and Outlook preferred)
- Must be capable of maintaining confidentiality at all times
- Salary: \$9.00 hr

Any student worker hired in the Office of Alumni Engagement MUST sign and honor a confidentiality agreement. Violations will be subject to termination.

Email your cover letter and resume in PDF format to mualumni@millersville.edu

for full consideration by February 7, 2020