

Student Employment Opportunity

Advancement Information Services

Responsible for helping to maintain the Advancement database.

Job Description:

- ♦ Computer data entry
- ♦ Online Research
- ♦ Other tasks as assigned

Job Qualifications:

- ♦ Ability to maintain strict confidentiality
- ♦ The ability to work remotely
- ♦ Attention to detail and accuracy
- ♦ Willingness to perform varied duties
- ♦ Computer skills (Microsoft Office is helpful)

Pay Rate: \$9.50

Start Date of Employment: Fall 2020

Contact: Lisa Miller; Duncan Alumni House

By sending a resume to Researchand.Data@millersville.edu

The number of hours, per position, is between 6-15 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.