MILLERSVILLE UNIVERSITY
STUDENT EMPLOYEE
JOB DESCRIPTION FORM

JOB TITLE   Student Assistant               NUMBER OF POSITIONS AVAILABLE  1
DEPARTMENT   President’s Office      DEPARTMENT COST CENTER #   6011101000
BUILDING IN WHICH DEPARTMENT IS LOCATED       Biemesderfer Executive Center
SUPERVISOR   Mrs. Jennifer Hart
CONTACT PERSON EMAIL  Jennifer.Hart@millersville.edu

DUTIES AND RESPONSIBILITIES:
 Assisting with answering telephones and taking complete messages
 Opening and sorting mail
 Scheduling boardroom usage
 Preparing routine routing materials via computer
 Compiling attachments for correspondence
 Photocopying
 Mailing correspondence to various offices, on and off campus
 Working with Microsoft Word to enter information into databases and preparing routine correspondence
 Assisting with bulk and other mailings
 Maintaining address card listings on computer
 Delivering materials across campus as necessary
 Attending to daily opening and closing procedures for the office
 Assisting with keeping office equipment functioning
 Performing other clerical duties as assigned

JOB QUALIFICATIONS:
Confidentiality is very important to this office.  Student must be reliable, dependable, be able to follow instruction and work independently using pre-established guidelines, be accurate and give attention to details especially with regard to taking phone messages, and must be able to write legibly.  Word processing experience required. Microsoft Office Suite experience is preferred, especially as it relates to Word, Excel, and Outlook.

WAGE:  
$7.65 / hour

DATE OF EMPLOYMENT:  
Spring 2015 semester with possibility for summer and holiday break employment.  This office hires on a semester-to-semester basis.

AVERAGE NUMBER OF HOURS OF EMPLOYMENT PER WEEK   15 - 20+ hours