JOB DESCRIPTION

The Graduate Assistant will prepare transcripts, answer calls, assist customers at counter, and complete filing and mailings. Other duties include data entry, proofreading and projects as assigned.

**Skills needed:** intermediate skills in Excel; basic skills in WORD; knowledge of grammar/punctuation; service oriented.

**Preferred qualities:** discretion, detail-oriented, tactfulness, patience, reliability, sense of humor, resourcefulness, organization, promptness, and professional composure.

**Days per week:** Will work with student’s class schedule

**Hours per week:** 1 position available at approximately 10 hrs. each per week

TO APPLY

Office: Records Office

Supervisor Name: Pam Ventura, ext. 4121

Email resume to: records@miis.edu