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: 2 positions 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