



MARYMOUNT UNIVERSITY

Jobs on Campus

2807 North Glebe Road, Arlington, VA 22207-4899 (703) 284-1530

Summer 2022 Student Employment Position

To apply for this summer student employment position, please contact the Primary Supervisor listed below to apply and/or interview.

Job Title: Student Assistant	
Office/Department: School of Education College of Health and Education	Primary Supervisor: Patrica Klick Contact Email: pklick@marymount.edu Contact Phone: 703.908.7789
Start Date: May 17, 2022	End Date: August 27, 2022
Job Type: Non-work Study/Campus Employee	Hourly Rate: \$11.00
Maximum Number of Hours Per Week: 10-15	
<p>Job Description:</p> <p>The Student Assistant will provide general office support to School of Education programs, staff and faculty at the Main Campus location.</p> <p>Job Duties: Deliver and retrieve mail/packages to and from offices on campus. Maintain an orderly filing system. Organize and maintain a database. Maintain positive interaction with faculty, staff, students, and general public (face to face, via phone and email). Research articles as necessary. Update software on teaching electronic equipment. Scan and cull files as directed. Assist with a large mailing project.</p>	
<p>Minimum Qualifications:</p> <p>The ideal candidate must possess intermediate proficiency with Microsoft word, Excel, PowerPoint, copy, print, and scan. Students are only allowed to hold one, 15 hour on-campus job through Student Employment during the fall and spring terms. Students must be enrolled full-time or part-time each semester through the entire employment period.</p>	