



Work-study position available:

7-10 hours per week

Excellent exposure to many aspects of the Service-Learning Program, including training in many areas.

Looks very good on a resume! –

Work can be done from home or other remote site or from the Institute Office.

Position tasks include:

- Data entry and maintenance of Service-Learning Information (Pre-Post Evals, Service Verifications, Agency info, etc.)
- Work with a variety of computer software (Access, Cascade, MS Excel, MS Word, Outlook) – Great experience for those who are interested in broadening their skill base with software packages – especially MS Access and MS Excel
- Social Media posts
- Phone calls to Service Agencies inquiring re: service opportunities
- Tabulating/Summarizing evaluations
- On-campus deliveries, flyer posting
- Processing of payment requests
- Online research: Service-Learning Seminars, purchasing requests, travel logistics

Job Requirements:

- Candidates must be a Detroit Mercy student with work-study funding
- Must be able to commit to working the entire school year to April 30, 2022

Required Skills:

- Accuracy and dependability with information
- Good communication skills
- Basic Knowledge MS Office

Desirable Skills:

- In-depth Knowledge of Microsoft Access
- Typing Skills – fast and accurate

If interested:

- Please email your resume plus 100-Word statement about your interest in the job and why you would be the best candidate to TheInstitute@udmercy.edu, or
- Call: 313-993-2003 – or
- See posting on [Handshake](#)

