Excellent exposure to many aspects of the Service-Learning Program, including training in many areas. 
Looks very good on a resume!

Position tasks include:

• Data entry of Service-Learning Information (Pre-Post Evals, Service Verification forms, Agency info, etc.)
• Work with a variety of computer software (Access, Cascade, MS Excel, MS Word, Outlook, Picture downloads, web based (Facebook))
• Update webpage, Facebook
• 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 August 31, 2020 to April 30, 2021

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 to TheInstitute@udmercy.edu, or
• Call: 313-993-2003 – or
• See posting on PurpleBriefcase.com