



Work-study position available:

10-15 hours per week

*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

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 just stop by Briggs 212

