

Job Title: Office Assistant
Location: Mayville State University, Mayville, ND

Recruitment: Internal/external

Compensation: PT, DOE \$8 per hour minimum, non-benefited

Job Description: Mayville State University is seeking to fill a PT Office Assistant position. Some key duties and responsibilities of this position include: managing confidential information; working with student files; updating schedule information; preparing request for payments; communicating with faculty, staff, and students; and performing other related duties as needed.

Minimum qualifications:

- HS degree or equivalent
- Ability to work discretely with confidential information
- Demonstrated ability to work in a fast paced environment
- Basic knowledge of office equipment
- Experience with Microsoft Office

Preferred qualifications:

- 4 year degree in business administration or related field
- Experience with office equipment
- Experience in an office setting in higher education

To apply, submit: a Mayville State Employment Application (available on the University website at www.mayvillestate.edu and click the employment link at top of the page); and names and phone numbers of three professional references to: Kayla Smith, Administrative Coordinator and Director of Student Teaching, 330 3rd Street NE, Mayville, ND 58257. Review of applications will begin immediately.

For specific questions regarding this position, contact Kayla Smith at kayla.d.smith@mayvillestate.edu or by calling 701-788-4827.

Veterans claiming preference must submit DD214 and, if applicable, proof of disability.

ND Relay: <http://www.relaynorthdakota.com/>

Mayville State University is an equal opportunity employer. Members of minority groups are encouraged to apply