

Enrollment Services Clerk Typist Position

Thaddeus Stevens College of Technology seeks an energetic and outgoing part-time clerk typist. The individual must be a responsible, independent worker who can relate to a diverse student population. The position will report to the Dean of Enrollment Services. The clerk typist position encompasses clerical work, proctoring of the colleges placement test, and leading campus tours. The position will be during the months of: September, October, November, February, March, April and May. The position will be up to 20 hours per week.

For information about Thaddeus Stevens College of Technology, visit our web site at www.stevenscollege.edu. Send a cover letter and resume by August 1, 2017 to: Susan Emswiler, Director of Human Resources & Safety, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, Pennsylvania 17602-3198. Thaddeus Stevens College of Technology is an Affirmative Action and Equal Employment Opportunity Employer.