

Philadelphia University

Learning and Advising Center

Graduate Student position

The Learning and Advising Center seeks a graduate student to work 15 hours per week beginning ASAP and extending through the end of the fall semester, December 18th. Applicants must be familiar with Microsoft Office Suite, particularly EXCEL and have a fundamental command of basic statistics. We are looking to hire a graduate student who can work independently and who understands the confidentiality requirements that come with handling student records. Generation of undergraduate academic alerts as well as compiling service statistics for advising and learning are essential job duties.

Please contact Megan Dougherty, Assistant Director of the Learning and Advising Center, with a statement of interest and a resume (DoughertyM@PhilaU.edu; 215-951-2730).