

Students, Are you looking for great job skills to build your resume?

The Office of Advancement Services is hiring three Records Research Assistants to work at the Timonium Graduate Center. Positions pay from \$7.25-\$8.30 depending on skill level and qualifications. Please forward your resume and phone number to the email address below. Travel time from Evergreen campus is paid. Transportation for this position is necessary.

Duties include:

- Maintaining demographic data for our alumni, parents, and friends in the University's Colleague database
- Updating information from mail, phone, and email correspondence
- Working on research projects using various inquiry databases and tools
- Researching business records in Advancement database
- Assisting and completing data entry projects

❖ **You must be Federal work-study eligible**

For more information, please contact Elizabeth Lassiter-Sykes, Program Assistant for Advancement Services, at 410-617-7205 or elassitersykes@loyola.edu.