



Below is an example of an email scam. This position was posted on our website from 1.28.16-2.08.16 but has been removed. The email is deceptively designed to appear to originate with Stones River Property Management. Please report related suspicious emails to us at career@mtsu.edu.

From: Leah Makley <myofficemail01@propertymgminc.org>
Subject: Personal Assistant

Good Day,

I received your resume among other messages from interested applicants for this position. I will like to quickly brief you on the reason I need a personal assistant.

As a consultant with a focus on international business, majority of my personal clients are out of the country so i travel a lot for a cordial business relationship which is why I need someone to help with my errands as I am constantly out of town. As a matter of fact I am currently on a business trip to Stockholm, Sweden and the need of an assistant is Urgently required to get my business running smoothly without loosing some of my clients back home before my return.

You will be prepaid in advance to do my shopping, Bill payments, placing and expediting orders, picking-up and delivering items to my P O box.

The pay is \$400 per week for the start and I want the best candidate for this position.

I will like to ask you some few questions.

1. In a simple statement, Tell me about yourself?
2. What are your strength?
3. What are your weakness?
4. Do you think you are qualified for this job?
5. Where would you like to be in 3 years?
6. What have you learned from your past job (if any)
7. What animal do you love the most and why?
8. Do you have any questions?

Your core duties Shall be the following:

1. You will be responsible for my shopping.
2. Bills payment
3. Placing and expediting orders
4. Picking-up and delivering items to my P O Box.

Your weekly routine should be between 10-15 hours.

I will provide you with sufficient funds and adequate instruction for every task. You will get directions at the beginning of each week on duties for the week till i return from my business trip.

I will be sending money for the errands inclusive of payment for your service through my bank channel, the money will arrive inform of a Check. Do get back to me ASAP.

Warmest Regards
Ms. Leah Makley