



Academic Year 2018-2019

Job Title

Office Assistant (2 Positions)

Reports To

The Office Assistant will report to Robert Lilley.

Job Overview

Set up information session folders, assist in basic front desk office functions; answering phones, greeting guests, mail, filing, on- campus errands, display board updates, copy requests, etc. May also assist with jump starting and moving vehicles, battery charging, detailing vehicles, lab set up.

Hours

4-10 hours per week, flexible

Qualifications

The ideal employee will have the following: customer service focus, consistent work habits, strong attention to detail and accuracy, ability to work independently and as part of a team, problem solving, excellent verbal and written communication, and willingness to learn new things.

Contact Information

Robert Lilley -781.239.3030

PLEASE NOTE:

Student Must Qualify for Federal – Work Study in order to be officially hired. Please contact the Financial Aid Office at 781-239-2600 or cmoreno@massbay.edu to confirm your eligibility for Federal Work-Study. Students who begin working without having completed all required documents WILL NOT BE PAID for those hours worked.