



Academic Year 2018-2019

[Job Title]

Student Office Assistant (Wellesley Hills & Framingham)

Reports To

Christine Keene [Administrative Assistant]

Job Overview

The student office assistant will greet & assist students visiting the Academic & Transfer Advising Center, and provide Advising staff with various types of assistance.

Responsibilities and Duties

- Greet students & log student visits
- Answer phones
- File & organize documents
- Provide Assistance with Bay Navigator, Blackboard & the MassBay website

Qualifications

- Customer Service Experience
- Good Communication Skills
- Attention to detail
- Familiarity with Bay Navigator, Blackboard & the MassBay Website

Contact Information

ckeene@massbay.edu

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.