



Academic Year 2018-2019

Office Clerk (2 Positions)

Reports To

The Office Clerk will report to the Administrative Assistant and Operations Coordinator.

Job Overview

Assist the Office of Admissions with customer service and general clerical support, as well as sharing your MassBay experience with others.

Responsibilities and Duties

- Welcome and direct visitors to the Office of Admissions.
- Answer telephone inquiries, and assist with contacting prospective students and applicants by telephone, email and fax.
- Assist with assembling admissions packages, and mailings.
- Provide data entry support, organize and prepare file folders, and filing.
- Give campus tours, and assist at College Open House activities as needed.
- Handle other general office duties as needed.

Qualifications

- Well organized individual who can handle multiple tasks in a very high paced setting.
- Must have the ability to proofread with accuracy.
- Excellent oral communications and customer service skills.

Contact Information

Email Luna Salman (Administrative Assistant) at lsalman@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.