



Academic Year 2018-2019

Job Title

Career Services Representative

Department/Office

Career & Internship Services, Wellesley Campus, RM 130

Reports To

Director of Career & Internship Services

Hours

Up to 18 hours

Job Overview

This position will be responsible for providing administrative support.

Responsibilities and Duties

- Managing projects; promoting and marketing services offered; approving job and internship opportunities on College Central (online job database); make reminder calls for upcoming scheduled appointments; maintain mentoring and internship information; help with creating and distributing flyers.
- Collaborate with students, staff and faculty to plan and assist with career events.

Qualifications

- Current MassBay Student with the drive to learn and enhance managerial, communication and creative skills.

Preferred Skills

- Ability to communicate effectively in writing and verbally
- Organized individual with an attention to detail
- Ability to think critically and creatively
- A professional who is also an enthusiastic team player

*This opportunity is also a great way to meet and network with local employers.

Contact Information

Julie Ginn, Director of Career & Internship Services, careerservices@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.



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