



Academic Year 2018-2019

Office Assistant

Formal position title.

Reports To

The Office Assistant will report to the Executive Assistant to the Vice President for Academic Affairs and the Executive Director of the President's Office.

Job Overview

Provide a brief, 3-4-sentence description of the role, what success in the position looks like, and how it fits into the company or organization overall. Day and times are flexible.

Responsibilities and Duties

- Provide general support to visitors of the Office
- Answer and direct phone calls
- Organize and schedule appointments
- Assist with office projects
- Order office supplies
- Assist with scanning, filing other duties as assigned

Qualifications

Qualified person(s) will have good communications skills, is reliable and responsible and able to keep information private and confidential. Candidate should know Microsoft Office, have basic computer and phone skills and can multi-task in a vibrant, fast-paced office.

Contact Information

Elizabeth Kinsman- El Khider, Executive Assistant to the Vice President for Academic Affairs

ekinsman@massbay.edu

781.239.3117

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.