



Academic Year 2018-2019

Job Title

Work Study Staff Assistant

Reports To

Kelly Graska-Admin Asst II, Julie Schleicher-Coordinator of Student Engagement

Hours

M-F, 8am-5pm (flexible)

Job Overview

To assist the departments within Student Development: Dean of Students, Student Activities & Orientation, Career Services, Veterans' & Military Affairs, Counseling Services, as well as front desk office staff with tasks and projects.

Responsibilities and Duties

Assist in basic front desk office functions; answering phones, greeting guests, mail, filing, on-campus errands, display board updates, copy requests, creating signs/flyers, familiarity with Excel, etc.

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, computer literacy, interest in and knowledge of social media, problem solving, excellent verbal and written communication, and willingness to always learn new things.

Contact Information

If you are interested in applying contact kgraska@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.