

## **ACADEMIC YEAR 2017-2018**

**Office/Department:** Office of Admissions – Framingham Campus

**Job Title:** Office Assistant

**Number of openings:** 2

**Hours:**

9:00am-5:00pm M-F

**Supervisor Contact:**

Steve Prudent 508-270-4012

Monica Alcantara 508-270-4059

**Job Duties/Requirements:** Greet visitors; answer phones; check voice mail; open/distribute mail; track /order supplies; and assist with events such as organizing material, checking in guest, etc. Other office duties as needed.

This is an opportunity for a responsible, well organized individual who can handle multiple tasks in a very high paced setting. Excellent oral communications and customer service skills a must. Must have the ability to proofread with accuracy.

**Instructions:**

Contact the above mentioned supervisor if you are interested in this position.