



Your dreams. Our mission.

ACADEMIC YEAR 2017-2018

Office/Department:

Auto Technology/Ashland

Hours: 4-10 hours per week,
flexible

Job Title:

Office Assistant (2 Positions)

Supervisor Contact:

Cynthia Cahill-781.239.3031

Job Duties/Requirements:

Set up information session folders, assist in basic front desk office functions; answering phones, greeting guests, mail, filing, on-campus errands, display board updates, copy requests, etc. 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, problem solving, excellent verbal and written communication, and willingness to learn new things.

May also assist with and moving vehicles, detailing vehicles, lab set up.

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

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 finaid@massbay.edu to confirm your eligibility for Federal Work-Study. Once you are hired you must meet with a financial aid staff member **BEFORE** you begin working. Students who begin working without having completed all required documents and/or meeting with a financial aid staff person **WILL NOT BE PAID** for those hours worked.