



*Your dreams. Our mission.*

## **ACADEMIC YEAR 2017-2018**

**Office/Department:**

Auto Technology/Ashland

**Hours:**

4-10 hours per week,  
flexible

**Job Title:**

Shop Assistant  
(2 Positions)

**Supervisor Contact:**

Cynthia Cahill 781.239.3031

**Job Duties/Requirements:** Tasks to include, but not limited to, jump starting and moving vehicles, battery charging, detailing vehicles, lab set up. May also assist with information folder set up, basic front desk office functions, on-campus errands, display board updates, copy requests, etc.

Qualified Person Required – Attention to detail, basic vehicle knowledge. Driver's license required.

**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](mailto: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.*