



*Your dreams. Our mission.*

## **ACADEMIC YEAR 2017-2018**

**Office/Department:**

Corporate & Community  
Education - Framingham

**Job Title:** Office Assistant

**Supervisor Contact:**

Elizabeth Watson  
(508) 270-4103  
Monifa Wilds  
(508) 270-4100

**Hours:**

10-15 hours per week, flexible,  
Monday to Friday

**Job Duties/Requirements:** The Office Assistant will assist the department by performing basic office functions such as answering phones; checking/opening mail (email and postal); create departmental flyers; conduct departmental research; on-campus errands; updating bulletin boards, departmental "tab" and departmental webpage and other office duties as needed.

This is a great opportunity for organized individual who has a strong attention to details, can work independently and as a part of a team, has knowledge of Microsoft Office, interest in and knowledge of social media and a willingness to learn new things.

**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.***