



## **ACADEMIC YEAR 2017-2018**

**Office/Department:** Financial Aid Office    **Job Title:** Staff Assistant

**Hours:**  
12-15 hours per week, flexible

**Supervisor Contact:**  
Jon Irvin 781-239-2604

### **Job Duties/Requirements:**

To assist the front desk staff with basic office functions including: answering phone calls, assisting student walk-ins, filing, mail, alphabetizing documents, creating student folders, assist staff members with other duties. Must have strong communication and computer knowledge and strong attention to detail. This position includes a high volume of customer service and ability to maintain confidential information regarding students financial aid records.

### **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. worked.***