



Your dreams. Our mission.

ACADEMIC YEAR 2017-2018

Office/Department: International
Student Services/Admissions

Job Title: Staff Assistant

Hours:
12-15 hours per week, flexible

Supervisor Contact:
Claudia Ortiz 781-239-2641/
Luna Salman 781-239-2503

Number of Positions: 1 open

Job Duties/Requirements: To support the work done by the international admissions team including greeting all visitors to the office, answer phone calls, file documents, and work on special projects assigned. Multilingual (Portuguese preferred).

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.