

# MASSACHUSETTS BAY COMMUNITY COLLEGE

## FEDERAL WORK STUDY PROGRAM

**ACADEMIC YEAR 2017-2018**

### FEDERAL WORK STUDY JOB DESCRIPTION

**OFFICE/DEPARTMENT:** Provost/President Office

**HOURS DESIRED:** flexible hours available

**NUMBER OF POSITIONS:** 2

**SUPERVISOR:** Elizabeth Kinsman-El Khider, Executive Assistant to the Vice President for Academic Affairs and Provost

**PHONE:** (781) 239-3117

**JOB DUTIES:** Qualified person(s) will perform general office duties such as answering phones, scheduling appointments, filing and other duties as assigned.

**PURPOSE OF POSITION:** To assist with daily office functions and operations.

**JOB REQUIREMENTS:** Qualified person(s) will have good communications skills, is reliable and responsible and able to keep information private and confidential. Candidate should know Microsoft Office, have basic computer and phone skills and can multi-task in a vibrant, fast-paced office.

**\*\*\*\* CONTACT THE ABOVE MENTIONED SUPERVISOR IF YOU ARE INTERESTED IN THIS POSITION. ONCE YOU ARE HIRED, YOU MUST MEET WITH THE FWS COORDINATOR BEFORE YOU BEGIN WORKING. UNAUTHORIZED HOURS WILL NOT BE PAID. \*\*\*\***