

MASSACHUSETTS BAY COMMUNITY COLLEGE

FEDERAL WORK STUDY PROGRAM

ACADEMIC YEAR 2017-2018

FEDERAL WORK STUDY JOB DESCRIPTION

OFFICE/DEPARTMENT: Mass Bay Department of Public Safety

HOURS DESIRED: TBA

NUMBER OF POSITIONS: One

SUPERVISOR: Chief Charles Furgal

PHONE: 781-239-2699

JOB DUTIES: Responsible for maintaining files and records; answering telephones for the public safety department; and communicating with officers of the department via radio and cellphone. They will assist with cataloguing forms, files, and reports for storage, answer student inquiries; operating office equipment and performing data entry.

PURPOSE OF POSITION: Work study students employed by the MassBay Department of Public Safety shall serve as customer service agents of the department and work at the service window of the Wellesley Campus Police Office, providing information to students and staff; and performing related work as required.

JOB REQUIREMENTS: Student applicants must be enrolled in a Program, highly organized and proficient at multitasking and able to maintain the highest standards of professional courtesy. They must maintain a pleasant and courteous demeanor, while delivering customer services in a fast paced working environment and maintain strict confidentiality regarding all matters concerning police daily operations.

****** 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. ******