



Your dreams. Our mission.

ACADEMIC YEAR 2017-2018

Office/Department:

Room 326

Hours:

10-15 hours per week, flexible

Job Title: STEM

Administration/Front Desk

Support

Supervisor Contact:

Bustos, Janet jbustos@massbay.edu
(781) 239 2586

Job Duties/Requirements:

- Check ID's, answer phone, clerical work, and other duties as assigned in the STEM office department.

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.