



Your dreams. Our mission.

ACADEMIC YEAR 2017-2018

Office/Department: Student Development/Enrollment Management

Job Title: Staff Assistant

Hours:
10-15 hours per week, flexible

Supervisor Contact:
Yasuko Ta, 508-270-4014

Job Duties/Requirements: To assist the departments within Student Development: Dean of Students, Student Activities & Orientation, Career Services, Veterans' & Military Affairs, Counseling Services, as well as front desk office staff with tasks and projects.

Assist in basic front desk office functions; answering phones, greeting guests, mail, filing, on-campus errands, display board updates, copy requests, etc.

The ideal employee will have the following: customer service focus, consistent work habits, strong attention to detail and accuracy, ability to work independently and as part of a team, computer literacy, interest in and knowledge of social media, problem solving, excellent verbal and written communication, and willingness to always learn new things.

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.