



Your dreams. Our mission.

ACADEMIC YEAR 2017-2018

Office/Department: YMOC

Job Title: Staff Assistant

Hours:

12-15 hours per week, flexible

Supervisor Contact:

Bill Raynor 781-239-2665

Job Duties/Requirements:

To assist the staff with basic office functions including: answering phone calls, assisting student walk-ins, filing, mail, alphabetizing documents, creating student folders, assist staff members with other duties. Must have strong communication and computer knowledge and strong attention to detail. This position includes a high volume of energy and the ability to connect with all types of people.

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. worked.