



Your dreams. Our mission.

ACADEMIC YEAR 2016-2017

Office/Department: Academic
Achievement Center (AAC)

Job Title: Office Assistant

Hours:
10-2pm -10-15 hours per week,
Flexible schedule

Supervisor Contact:
Barbara Hatch 781-239-2629

Job Duties/Requirements: To assist with daily office functions and operations of the AAC.

Qualified person(s) will perform general office duties such as answering phones, filing, meeting and greeting students, photocopying, scheduling appointments, assisting with OneCard and other duties as assigned.

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.