

## **COLLEGE OF MANAGEMENT STUDENT ASSISTANT**

Only students **with a federal work-study award for the 2013-2014 academic year**, and currently enrolled at the University of Massachusetts Boston are eligible to be considered for this position.

### **Duties and expectations include:**

- Serve as a Customer Service Provider in our offices. This includes answering phones and greeting incoming students, faculty, and guests in the College of Management Student Service Reception area (encompasses the CM Undergraduate Program Office, CM Career Services Office, MAP Program and LEAD program)
- Data entry using Excel and/or Word; experience with PowerPoint
- Preparation of mailings, folders, and other promotional materials
- Other basic office functions, including copying, filing, etc.
- Assist with events related to office programs

### **Profile of a Qualified Candidate**

- Has a Federal work-study award for the 2013-2014 academic year
- Has a pleasant, friendly, welcoming and professional demeanor who is also willing to help staff, faculty and students alike
- Strong command of the English language
- Adaptable, excellent communication skills, good organizational skills and reliable
- Ability to maintain strict confidentiality a must
- Demonstrated ability to take initiative; self-starter
- Organized and detail oriented

### **Hours**

The offices are open \*Monday – Thursday 8:30-6:00 and \*Friday 8:30-5:00.

Currently, we are looking for availability to work Tuesdays and Thursdays before 2pm.

\*Hours are flexible; we account for course schedules, other commitments and the overall availability of the whole team when building the schedule for the semester. Selected applicants can start in winter and work through the Spring 2014 semester, with the possibility to continue in Fall 2014.

### **How to Apply**

Visit the College of Management on the 5<sup>th</sup> floor of McCormack Hall in room 610 (M-5-610) for an application. Selected applicants will be contacted for an interview.

### **When to Apply**

Applications are currently being accepted.

### **Contact**

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*Updated 11.25.13*