



# Bay State College

## Administrative Assistant Nursing Department

**Position Start Date:** Immediate

**Department:** Nursing Department

**Supervisor:** Allison Johnson

**Supervisor Email:** [ajohnson@baystate.edu](mailto:ajohnson@baystate.edu)

**Position Title:** Administrative Assistant

**Location:** 31 St. James Avenue, 2<sup>nd</sup> Floor | Boston, MA 02116

**Hours per Week:** 10 Hours Per Week

### **Job Description/Responsibilities:**

The Nursing Department is looking to hire a dependable, punctual work-study student to provide office support. Tasks will include, but are not limited to: copying, filing, phone coverage, and other projects as assigned. The ability to maintain confidentiality and work independently are also required.

### **Skills/Qualifications Sought:**

Attention to detail, customer service, compute knowledge, and basic office skills are required.

**How to Apply:** Please email your resume and a professional reference to Allison Johnson at [ajohnson@baystate.edu](mailto:ajohnson@baystate.edu) for consideration.