



# Bay State College

## Administrative Assistant Student Accounts

**Position Start Date:** Immediate

**Department:** Office of Student Accounts

**Supervisor:** Daycia Simpson

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

**Position Title:** Administrative Assistant

**Location:** 31 St. James Avenue | Boston, MA 02116

**Hours per Week:** 10-20 Hours Per Week

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

Student Accounts 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, computer knowledge and basic office skills are all required.

**How to Apply?** Please email your resume and a professional reference to Daycia Simpson at [dsimpson@baystate.edu](mailto:dsimpson@baystate.edu)