



Office of Student Financial Services  
 73 Tremont St. 6<sup>th</sup> floor  
 Boston, MA 02108  
 Phone: (617) 573-8470

**Updated 09/11/2018**

\*Please note: Unless otherwise noted, the following positions are only available to those students who have been awarded FEDERAL WORK STUDY or STUDENT EMPLOYMENT as part of their 2018-19 Financial Aid package. Please do not contact offices unless you have been awarded this type of funding. If you have questions, please contact the Office of Student Financial Services at (617) 573-8470.

If you are offered a position, you are not authorized to begin working until you have completed ALL necessary employment paperwork. Fall employment awards are not active until the start of classes, no earlier than September 4, 2018.

Department Name and Location	# of Positions Available	Brief Job Description	Contact Information
Center for Academic Access and Opportunity	3	<p><b><u>Upward Bound Math Tutor:</u></b> Tutors will assist high school students in Algebra I, Geometry, Pre-Calculus and AP Calculus. *Graduate student preferred but will hire juniors and seniors*</p> <p><b><u>Upward Bound English Tutor:</u></b> Tutors will assist high school students in College Prep English, AP Language &amp; Composition as well as general essay writing. *Graduate student preferred but will hire juniors and seniors*</p> <p><b><u>Upward Bound Program Assistant:</u></b> UB Program Assistant will work closely with UB Staff to assist with implementing academic year goals and organizing student files. .            *Undergraduate or Graduate Student*</p>	<p>Samienta Pierre-Vil</p> <p>Email: <a href="mailto:Spierre-Vil@Suffolk.edu">Spierre-Vil@Suffolk.edu</a></p> <p>Phone: 617-725-4131</p>



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<p><b>Center for Academic Access and Opportunity</b></p>	<p>2</p>	<p>Office Assistant:          Provide administrative support to CAAO, which manages three grant programs. Duties include customer service, data entry, deliveries, and other general office work as assigned.</p>	<p>Marty Elmore  <a href="mailto:melmore@suffolk.edu">melmore@suffolk.edu</a>          (617) 994-6860</p>
<p><b>Accounts Payable</b></p>	<p>1</p>	<p>Office Assistant:          Review weekly edits for completeness, i.e. name of vendor, person, invoice number, dollar amount and address. Enter valid (key-in) vendor invoices, check request and travel expense forms into colleague financial system.          Customer Service: Answering the phone and help the vendors with inquiries, Assist a person when picking up their reimbursement checks.          General Office: Opening and distributing incoming mail, Stuffing and mailing the accounts payable checks. Assist with various adhoc reporting as needed</p>	<p>Jerry Mejia  <a href="mailto:ymejia@suffolk.edu">ymejia@suffolk.edu</a>          (617) 573-8526</p>
<p><b>Advancement Services</b></p>	<p>2</p>	<p>Advancement clerks needed to provide assistance with department filing and data entry.</p>	<p>Felecia Glover  <a href="mailto:fglover@suffolk.edu">fglover@suffolk.edu</a>          (617) 994-4255</p>
<p><b>Advancement</b></p>	<p>1</p>	<p>Office Assistant          Provide general office support including data entry, scanning documents for files, review of news articles, and additional projects as assigned. Confidentiality is required when handling student and alumni information.</p>	<p>Erin Gianni  <a href="mailto:egianni@suffolk.edu">egianni@suffolk.edu</a>          (617) 305-1762</p>



<p><b>Office of Advancement</b></p> <p><b>Annual Fund</b></p>	<p>25</p>	<p>Student callers are essential to the University’s mission, the success of the Annual Fund, and vital to building and maintaining relationships between Suffolk and its alumni. Student callers contact thousands of alumni each year to ask for their support of the Suffolk University Annual Fund as well as invite them back to campus for alumni events and engagement opportunities.</p> <ul style="list-style-type: none"><li>• Serve as an ambassador by establishing a good rapport with alumni and serving as a source of information on current academic programs, campus developments, events, happenings, and student life at Suffolk University</li><li>• Commit to a minimum of 9 hours (three, three-hour shifts – Sunday through Thursday) per week with occasional day and evening shifts</li><li>• Gain an understanding of the University and the need for financial support</li><li>• Call constituents to acquire, renew, and increase gifts and participation to the Annual Fund</li></ul> <p><b>Please Apply online at:</b> <b><a href="http://www.surveymonkey.com/r/suffolkannualfund">www.surveymonkey.com/r/suffolkannualfund</a></b></p>	<p>Please apply online at the website listed below the job description.</p>
<p><b>Advertising, Public Relations &amp; Social Media</b></p>	<p>3</p>	<p>Office Assistants will be responsible for administrative support and all operational facets of the Advertising &amp; Public Relations &amp; Social Media department. In addition, support will extend to special events and activities. The position includes, but is not limited to answering phones, organizing mail, taking photo copying requests from faculty and running errands as assigned. We are searching for students who are committed to excellence and have the ability to be responsible and follow instructions.</p>	<p>Diane Hill <a href="mailto:dmhill@suffolk.edu">dmhill@suffolk.edu</a> Phone: 617-573-8500</p>



<p><b>Athletics Department</b></p>	<p>54</p>	<p>Various positions available, including :</p> <ol style="list-style-type: none"> <li>1. Fitness Center Monitor: open/close, check IDs, maintain/clean fitness center</li> <li>2. Gymnasium Monitor: open/close, check IDs, maintain facility</li> <li>3. Game Day Workers: work various duties at NCAA games such as scoreboard, music, set up/clean up, announcing, film, computer streaming, greet teams and officials, etc.(volleyball/basketball/hockey/soccer/soft ball/baseball)</li> <li>4. Intramural Workers: work intramural sport events (TBD), must be paired with other position.</li> <li>5. Laundry/Equipment: assist in laundry and equipment needs for NCAA teams</li> <li>6. Team Managers: as needed and employed by individual coaches.</li> <li>7. Office Assistants: Assist with answering phones, admin duties, errands, and projects.</li> </ol>	<p>Eileen Calamese <a href="mailto:Ecalamese@suffolk.edu">Ecalamese@suffolk.edu</a>  (617) 573-8379</p>
<p><b>Biology Lab</b></p>	<p>8</p>	<p>Lab assistants:  Biology runs teaching labs every semester for some undergraduate courses. Work study students help in planning and setting up and breaking down these undergraduate teaching labs.</p>	<p>Arup Dey <a href="mailto:adey@suffolk.edu">adey@suffolk.edu</a></p>
<p><b>Biology Department</b></p>	<p>2</p>	<p>Provides support to Biology department office and Radiation Science programs. Duties include photocopying, printing, answering phones, collating, typing, mail distribution, faculty evaluation packet preparation and various errand-doings.</p>	<p>Melissa Muchmore <a href="mailto:mmuchmore@suffolk.edu">mmuchmore@suffolk.edu</a></p>



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<b>Career Development Center</b>	2	<p>Career Peer Leaders:</p> <p>The Career Peer Leader is a strategic position for any student interested in learning about supporting the Career Development Center within the Division of Student Success. Peer Leaders will serve as enthusiastic student representatives of the CDC to their peers, encouraging all students to seek CDC services and resources, and to visit the center. This is a team based position that will interact with fellow Peer Leaders as well as CDC Graduate Fellows, full time staff, and members of the division. Successful Career Peer Leader's will dress in business attire and conduct themselves in a professional manner when providing assistance face to face, by phone and by email.</p>	<p>Christelle Paul</p> <p><a href="mailto:Cpaul3@suffolk.edu">Cpaul3@suffolk.edu</a></p>
<b>Office of Professional &amp; Career Development Law School</b>	2	<p>Office Assistants will provide coverage of front desk area, answer phones, greet office guests, assist with Symplicity database, schedule appointments, conduct research, assist with incoming mail and email, and other duties as assigned.</p>	<p>Michelle Dobbins</p> <p><a href="mailto:mdobbins@suffolk.edu">mdobbins@suffolk.edu</a></p> <p>(617) 305-1674</p>



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<p><b>CAS Dean Office</b></p>	<p>4</p>	<p>Office Assistants for Honors Program:</p> <p>Maintain the CAS Honors Program Facebook page and other honors social media accounts. Write copy or do research for honors newsletter and other honors publications and notifications. Promote honors program at recruiting events and through recruiting campaigns. Assist with the maintenance of the Honors Program events calendar. Assist with the annual updates of various Honors Program publications and documents, such as the honors annual report. Assist with the planning and execution of honors events, as needed.</p> <p>Deans Office Assistants:</p> <p>Assist with data entry, special projects or research as needed, planning and execution of events. Maintain office environment (organizing areas, refilling water, etc). Maintain confidentiality with student information and concerns. Assist with answering phones. Assist with general office duties such as copying, filing and general reception. Provide assistance to faculty, students, and visitors</p>	<p>Lisa Celovsky  <a href="mailto:lcelovsky@suffolk.edu">lcelovsky@suffolk.edu</a></p>
<p><b>Center for Community Engagement</b></p>	<p>4</p>	<p>Office /Service Learning Faculty Assistants:</p> <p>Office Assistants perform general office duties and errands to support the operations of the Center and also help with fundraising and organizational activities for programs and events.</p> <p>If elected to be a Service-Learning Faculty Assistant, you will have the opportunity to present a safety training in classrooms, process and file waiver and paperwork for service-learning courses, and other duties as assigned related to supporting service-learning courses.</p>	<p>Adam Westbrook  <a href="mailto:awestbrook@suffolk.edu">awestbrook@suffolk.edu</a>          617-305-6306</p>



<p><b>Center for Community Engagement</b></p>	<p>1</p>	<p>Graphic Designer:</p> <p>The Graphic Designer’s primary responsibility is to design publicity and t-shirt graphics for programs and events. Additionally, the student will assist with general office duties and errands to support the operations of the Center.</p>	<p>Adam Westbrook <a href="mailto:awestbrook@suffolk.edu">awestbrook@suffolk.edu</a> 617-305-6306</p>
<p><b>Center for Women’s Health and Human Rights  Sociology</b></p>	<p>4-5</p>	<p>Office Assistant. Position responsibilities, duties and other pertinent information: Providing general administrative support for the CWHHR. This includes answering routine phone and email inquiries, occasional mailings, filing, copying, data entry, keeping databases current, E-list management, and assisting with events. Helping to organize and publicize our events.</p> <p>Data Management Assistant. Position responsibilities, duties and other pertinent information: Update and fine-tune databases, spreadsheets (including budgets), and e-lists. Participate in meetings and take notes.</p> <p>Media/Marketing assistant. Position responsibilities, duties and other pertinent information: Work with CWHHR faculty and scholars to develop and implement media strategy for the Center. Position Qualifications and Requirements: Experience with and knowledge of electronic media is required.</p>	<p>Amy Agigian <a href="mailto:cwhhr@suffolk.edu">cwhhr@suffolk.edu</a> (617) 619-4968</p>
<p><b>CLAS  Bridge Tutors to support INTO</b></p>	<p>16</p>	<p>Bridge Tutors:</p> <ul style="list-style-type: none"> <li>Attend an assigned course that has INTO PW students enrolled and take notes on vocabulary and main ideas in the course.</li> <li>Hold weekly group conversation sessions for INTO PW students to discuss main ideas, vocabulary, cultural references, etc.</li> </ul>	<p>Jill Eisenberg <a href="mailto:jseisenberg@suffolk.edu">jseisenberg@suffolk.edu</a></p>

		<ul style="list-style-type: none"> <li>• Meet with INTO PW students enrolled in your assigned course one-on-one, as needed.</li> <li>• Attend training sessions on study skills, developing relationships and teaching strategies. These are designed to help improve tutoring techniques and learning knowledge.</li> <li>• Schedule sessions in a flexible manner, be on time, and be prepared to assist students with their academic concerns.</li> <li>• Complete paperwork necessary to maintain program standards.</li> <li>• Attend a weekly one hour staff meeting/training, which will provide the opportunity to share experiences and concerns related to assisting students.</li> </ul>	
<p><b>CLAS</b> <b>English Language</b> <b>Instruction Peer</b> <b>Tutor</b></p>	<p>4</p>	<p>CLAS ELI Peer Tutor:</p> <ul style="list-style-type: none"> <li>• Give one-on-one instruction to Suffolk students who are English Language Learners (ELLs) on aspects of the language with which they are struggling, focusing on particular issues, rules, and conventions, rather than on a particular piece of writing.</li> <li>• Emphasize to ELLs the importance of practices that can aid their long-term development as speakers and writers of English, such as consuming media in English and speaking English at every possible opportunity.</li> <li>• Attend training sessions on study skills, developing relationships and teaching strategies. These are designed to help improve tutoring techniques and learning knowledge.</li> <li>• Schedule sessions in a flexible manner, be on time, and be prepared to assist students with their academic concerns.</li> <li>• Complete paperwork necessary to maintain</li> </ul>	<p>Jill Eisenberg <a href="mailto:jseisenberg@suffolk.edu">jseisenberg@suffolk.edu</a></p>



		<p>program standards.</p> <ul style="list-style-type: none"> <li>Attend a weekly one hour staff meeting/training, which will provide the opportunity to share experiences and concerns related to assisting students.</li> </ul>	
<b>Center for Urban Ecology and Sustainability (CUES)</b>	1	<p>Office Assistant:</p> <p>Provides support to department office. Duties include photocopying, printing, answering phones, collating, typing, mail distribution, faculty evaluation packet preparation and various errand-doings.</p>	<p>Melissa Muchmore <a href="mailto:mmuchmore@suffolk.edu">mmuchmore@suffolk.edu</a></p>
<b>Center for Urban Ecology and Sustainability (CUES)</b>	2	<p>Lab Assistant: Lab assistants must make sure that the laboratories are cleaned and ready to be used at all times.</p> <ul style="list-style-type: none"> <li>- Lab assistants must make sure that the chemical stockroom is organized and free of carts.</li> <li>- Lab assistants are to be trained in using equipment and instruments prior to working in lab that will be using instruments. Learning how to use the glassware washer is a must.</li> </ul>	<p>Tram Lai <a href="mailto:tlai@suffolk.edu">tlai@suffolk.edu</a> (617) 305-1748</p>
<b>Chemistry &amp; Biochemistry</b>	1	<p>Office Assistants provide support to the Chemistry Department main office. Duties include photocopying, printing, answering phones, collating, typing, mail distribution, faculty evaluation packet preparation and various errand-doings.</p>	<p>Courtney Carrabino <a href="mailto:ccarrabino@suffolk.edu">ccarrabino@suffolk.edu</a> (617) 573-8250</p>
<b>Chemistry &amp; Biochemistry</b>	2	<p>Lab Assistant: Lab assistants must make sure that the laboratories are cleaned and ready to be used at all times.</p> <ul style="list-style-type: none"> <li>- Lab assistants must make sure that the chemical stockroom is organized and free of carts.</li> </ul>	<p>Tram Lai <a href="mailto:tlai@suffolk.edu">tlai@suffolk.edu</a> (617) 305-1748</p>



		<p>- Lab assistants are to be trained in using equipment and instruments prior to working in lab that will be using instruments. Learning how to use the glassware washer is a must.</p>	
<p><b>Codman Academy</b> <b>637 Washington St.</b> <b>Dorchester, MA</b> <b>02124</b></p> <p><i>*This is an Off-Site Location. Students must have Federal Work Study to be considered.</i></p>		<p>Codman Math &amp; Humanities Tutor:</p> <p>Codman Academy Charter Public School is seeking Math and Humanities Tutor candidates to provide individualized instruction to grade 9 or 10 students. Successful candidates have prior experience in tutoring and behavior management, and with special needs students and English Language Learners. If you are interested in becoming an educator, working as a Tutor is a great way to sharpen your teaching skills while getting to know the inner workings of schools.</p> <ul style="list-style-type: none"> <li>● Report to mandatory training sessions prior to working with students</li> <li>● Report to the school upon arrival at the school building, arriving 30 minutes early to plan lessons, review all materials, and ensure preparedness before the students arrive in the classroom</li> <li>● Implement instructional guide outlined in lesson plans and grade students on preparation, engagement, and ability to complete lessons each session</li> <li>● Create and maintain a positive learning environment in the classroom</li> <li>● Report all student incidents, including injuries, accidents, illnesses, and behavioral problems</li> <li>● Work with other tutors in a team setting, and receive and implement professional development and constructive feedback provided by the Tutorial Coordinator</li> <li>● Must be willing to use Codman Academy's expeditionary teaching methods and enforce Codman Academy's Habits of Learning and Scholarship</li> </ul>	<p>Sahar Hakim Tutor Coordinator</p> <p><a href="mailto:shakim@codmanacademy.org">shakim@codmanacademy.org</a></p> <p>(617) 287-0700</p> <p>*Please send resume and cover letter.</p>



<b>Communications &amp; Journalism Department</b>	3	Communications and Journalism Department Office Assistants provide assistance with phones and office reception, faxing, copying, errands, customer service, updating of CJN whiteboards, and other office duties as assigned by manager.	Amy Yeager <a href="mailto:Ayeager2@suffolk.edu">Ayeager2@suffolk.edu</a>
<b>Communications &amp; Journalism Department Media Lab</b>	5	Media Lab Assistants helps with the regular daily operation of Media Lab: vending video equipment to students, maintaining the equipment, helping students with basic technical questions, assisting in our TV Studio Productions.  Requirements: Basic knowledge of video production and postproduction.	Gerald Glendye <a href="mailto:glendye@suffolk.edu">glendye@suffolk.edu</a>  (617) 994-6807
<b>Communications &amp; Journalism Department TV Studio 73</b>	8	TV Studio Production Assistant: Assist with TV operations of Studio 73 for all productions and classes. Duties include working with cameras, lights, audio, switching, teleprompter, and public relations. Also responsible for updating the TV Studio social media sites.	Gerald Glendye <a href="mailto:glendye@suffolk.edu">glendye@suffolk.edu</a>  (617) 994-6807
<b>Conferences &amp; Events</b>	2	Duties include (but not limited to): answering phones and e-mails; booking rooms for meetings & events in Suffolk buildings through the R25 room reservation system; creating diagrams & inputting work orders to Facilities; creating event related materials, such as nametags, etc.; assisting with onsite registration; assisting with social media for campus events; other duties as assigned.	Alison Tejada <a href="mailto:Atejeda2@suffolk.edu">Atejeda2@suffolk.edu</a>  (617) 573-8096
<b>Construction and Facilities Planning</b>	2	Facilities Assistant:  Assist the Construction & Facilities Services office with new and ongoing projects and initiatives, including construction and design, signage, furniture, space planning and sustainability. We are seeking	Ashley Alberts <a href="mailto:Aalberts@suffolk.edu">Aalberts@suffolk.edu</a>



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		someone who is reliable, professional, and organized with strong teamwork, and communication.	
<b>Sustainability</b>	1	<p>Graduate Student Worker:</p> <p>The Sustainability Committee in partnership with the Department of Facilities offers the Sustainability Graduate Student Worker. This position is geared towards a graduate student interested in campus sustainability planning, environmental advocacy, and sustainability education. The position will support the mission and initiatives of the Sustainability Committee and the Committee Chairperson by collaborating on a broad range of activities.</p>	<p>Ashley Alberts</p> <p><a href="mailto:Aalberts@suffolk.edu">Aalberts@suffolk.edu</a></p>
<b>Digital &amp; Media Services</b>	2	<p>Social Media Assistants needed for content creation – both written and visual – for various multimedia channels both independently and in collaboration with other offices around the University. Develop relationships with various offices and organizations around campus to help in social media content creation, research new social media vehicles, compile and analyze social media metrics for reporting, and assist with social media planning, outreach, and organic content campaigns</p>	<p>Alex J. Martin</p> <p><a href="mailto:alex.martin@suffolk.edu">alex.martin@suffolk.edu</a></p> <p>(617) 305-1977</p>
<b>Office of Disability Services</b>	5	<p>Office Assistants needed for customer service, reception and general office duties, front desk coverage, work one on one with visually impaired students as a reader or scribe for assistance with course materials, data entry, type word documents and excel documents as needed, reformat documents using assistive technology software, campus errands, other projects as assigned.</p>	<p>Michael Connor</p> <p><a href="mailto:mconnor@suffolk.edu">mconnor@suffolk.edu</a></p> <p>Phone: 617-994-6824</p>



		<p><b>Requirements:</b> effective communication skills, comfortable working with students with disabilities, experience with Microsoft Office, reliable, dependable and timely, understand the importance of confidentiality and professionalism</p>	
<p><b>Office of Disability Services</b></p>	5	<p>Peer Note Takers needed to attend a regularly scheduled class for an entire semester and take notes during each class period. The peer note-taker will take notes from class, either on their personal lap top, or handwritten, and type these notes onto a Word document so they can be distributed to the student who is eligible for this accommodation. Please know that if the notes include graphs or charts, it will be important to include this information on the notes. The peer note taker can then scan these pictures, and e-mail them to the Graduate Assistant.</p> <p><b>Requirements:</b> Be able to take well-organized, comprehensive notes in class, make the commitment to attend every class throughout the entire semester, punctuality, notify the Office of Disability Services if you are unable to attend a class, have a GPA of 2.5 or higher, submit your notes within 48 hours of the end of the class period.</p>	<p>Michael Connor <a href="mailto:mconnor@suffolk.edu">mconnor@suffolk.edu</a></p> <p>Phone: 617-994-6824</p>
<p><b>Division of Student Success</b></p>	5	<p>Central Reception Assistant:</p> <p>This position provides direct customer service support for 5 offices (Career Development, International Programs &amp; Services, Undergraduate Academic Advising, Disability Services &amp; Center for Learning &amp; Academic Success). In this customer service role we answer inquiries from students, parents, faculty &amp; staff by phone, in-person or email and other admin duties as assigned. We book student appointments for tutoring, advising &amp; career.</p>	<p>Karen McKetchnie <a href="mailto:kmcketchnie@suffolk.edu">kmcketchnie@suffolk.edu</a></p> <p>(617) 573-8033</p>



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<p><b>Division of Student Success</b></p>	<p>1</p>	<p>Guide Mobile App Support:</p> <p>This position provides direct support for the Division of Student Success’s new mobile application Guide. In this role, they will assist with the design, implementation, and promotion of the mobile application. Duties include:</p> <ul style="list-style-type: none"> <li>• Perform development and upkeep of existing paths (student checklists)</li> <li>• Development of new paths for Sophomores – Alumni</li> <li>• Assist with the promotion of the app through on-campus promotion and university programming</li> <li>• Attend one of four monthly staff meetings/trainings, which will provide the opportunity to see the full scope of this project and implementation for new students</li> </ul>	<p>Shawn Gilhuly</p> <p><a href="mailto:sgilhuly@suffolk.edu">sgilhuly@suffolk.edu</a></p> <p>(617) 557-1551</p>
<p><b>Division of Student Success</b> <b>Center for International Programs</b></p>	<p>1</p>	<p>Study Abroad Assistant:</p> <p>Promote and participate in CIPS programming and events. Updating social media accounts. Assist with special events and projects for Study Abroad. Serve as study abroad ambassador at CIPS, DSS, and university-wide events. Assist in creating promotional materials. General administrative tasks related to CIPS. Work with Peer Mentor club on programming and organization</p>	<p>Shaylyn Carey</p> <p><a href="mailto:Scarey6@suffolk.edu">Scarey6@suffolk.edu</a></p> <p>(617) 573-8469</p>
<p><b>Economics</b></p>	<p>8</p>	<p>Office Assistant: Front desk reception, mail delivery, general office tasks such as filing, stapling, printing, collating, data entry, maintenance of coffee cart. Special Projects to be assigned as necessary.</p>	<p>Erin Redmond</p> <p><a href="mailto:ECON@suffolk.edu">ECON@suffolk.edu</a></p> <p>(617) 573-8259</p>



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<p><b>English Department</b></p>	<p>2</p>	<p>The English Department assistant will help the office assistant, office manager, and faculty with daily office tasks, including but not limited to, photocopying jobs, greeting visitors and answering questions in person and over the phone, handling mail, proctoring exams, and other daily responsibilities. Students must understand the confidentiality involved in this role, be sensitive to student and faculty information.</p>	<p>Sandy Ruelas  <a href="mailto:sruelas@suffolk.edu">sruelas@suffolk.edu</a>          (617) 305-1990</p>
<p><b>Engineering Department</b></p>	<p>1</p>	<p>Office Assistant:          Provides support to department office. Duties include photocopying, printing, answering phones, collating, typing, mail distribution, faculty evaluation packet preparation and various errand-doings.</p>	<p>Esther Anastasia  <a href="mailto:eanastasia@suffolk.edu">eanastasia@suffolk.edu</a>          (617) 573-8230</p>
<p><b>Finance Department</b></p>	<p>1</p>	<p>Office Assistant          Assistant will assist with various departmental tasks, as needed; including database management, assistance with departmental events and marketing, and peer advising regarding the Finance major.</p>	<p>Stephen Caruso  <a href="mailto:Scaruso6@suffolk.edu">Scaruso6@suffolk.edu</a>          (617) 573-8396</p>
<p><b>Government Department</b></p>	<p>2</p>	<p>Office assistants will provide assistance with answering the phone, assisting students/other visitors at the front desk, completing office tasks such as scanning/copying, making deliveries to various offices, sometimes assisting faculty with data entry, administering student evaluations, on hand to help with departmental events, etc.</p>	<p>Tegan George  <a href="mailto:Tgeorge2@suffolk.edu">Tgeorge2@suffolk.edu</a></p>
<p><b>Government Department</b></p>	<p>1</p>	<p>Research Assistant:          Data analyst and database developer on Regional Security Governance and International Studies</p>	<p>Professor Roberto Dominguez</p>





		<p>Institutions. Responsibilities include:</p> <ul style="list-style-type: none"> <li>-Read and summarize information on international and regional security</li> <li>-Gather information from international databases in order to build and customize indicator</li> <li>-Review and edit manuscripts for publication</li> </ul>	<a href="mailto:rdominguez@suffolk.edu">rdominguez@suffolk.edu</a>
<b>History</b>	1	<p>Office Assistants needed to greet visitors, answer phones, photocopy, make on-campus deliveries and/or pick-ups, pick up supplies, assist with mailings, perform light typing/filing</p> <p>Requirements: responsible, reliable, friendly, able to work in a group</p>	<p>Susan Keefe</p> <a href="mailto:smkeefe@suffolk.edu">smkeefe@suffolk.edu</a>
<b>Institute for Public Service</b>	2	<p>Office Assistants needed for data entry, filing, answering phones, help with event planning, office organizing, communicate w/various academic offices, assist faculty with various projects (research, events, etc.).</p> <p>Requirements: Strong work ethic, ability to be on time and show up when scheduled. Ability to work independently and consciously on projects, strong attention to detail, must know Microsoft Office, must understand confidentiality and adhere to it.</p>	<p>Anna Quadri</p> <a href="mailto:aquadri@suffolk.edu">aquadri@suffolk.edu</a> Phone: 617-573-8330
<b>Interfaith Center</b>	1	<p>Chaplain's assistant will assist with event planning, data entry, marketing and reception.</p> <p>Requirements: Computer skills including Microsoft Office</p>	<p>Rev. Amy Fisher</p> <a href="mailto:afisher@suffolk.edu">afisher@suffolk.edu</a> Phone: 617-573-8325
<b>Information Systems and Operations Management</b>	1-2	<p>Classroom Assistants will assist faculty to help students in class with assignments, homework, hold office hours, and grading. The requirement for this position is a GPA of 2.8 or higher, and pass ISOM 130 with a grade of "B" or higher.</p>	<p>Yonnie Chin</p> <a href="mailto:ychin@suffolk.edu">ychin@suffolk.edu</a> (617) 573-8331





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<b>Information Systems and Operations Management</b>	2	Office Assistants provide support to the ISOM Office. Duties include:  Reception duties, filing, phones, photocopying, data entry, and other duties as assigned.	Yonnie Chin <a href="mailto:ychin@suffolk.edu">ychin@suffolk.edu</a>  (617) 573-8331
<b>Information Technology Services</b>  <b>Technology Support Center</b>	10	Technical Assistant for STEP: Duties include, but are not limited to, providing basic technical support to Students and Faculty who come to IT for assistance with; connecting personal devices to the University wireless and Paper cut printing setup. Representatives may also help students and faculty that have technical difficulties with personal laptops. This may include the removal of virus, spyware/malware and or the installation of University offered virus protection software. Other duties may be given by the discretion of Supervisor.	Dahlia Alexander-Bryan <a href="mailto:dbryan@suffolk.edu">dbryan@suffolk.edu</a>  (617) 573-8524
<b>Information Technology Services</b>  <b>Technology Support Center</b>	10	Lab Coordinators assist with maintaining the Computing Center hardware and software resources. The coordinator is to ensure that all equipment in the Computing Center is operating normally. This includes, checking that all workstations are in working order, all software is running as intended, and all printers are properly stocked with toner and paper. The incumbent/s will serve as the main point of contact in the Computing Center.	Dahlia Alexander-Bryan <a href="mailto:dbryan@suffolk.edu">dbryan@suffolk.edu</a>  (617) 573-8524



<p><b>Information Technology Services</b></p> <p><b>Law Technology Support Center</b></p>	<p>3</p>	<p>The Law Academic Computer Lab Assistant will act in the initial contact for people who visit the Technology Service Center. Primary responsibility include, maintaining printers, answering the incoming calls filing, cleaning computers, inputting service calls into Service Now, assisting students with wireless issues, setting up papercut on students laptops, and assisting staff.</p>	<p>Jose Gonzalez</p> <p><a href="mailto:jgonzalez@suffolk.edu">Jgonzalez@suffolk.edu</a></p> <p>(617) 573-8566</p>
<p><b>Information Technology Services</b></p> <p><b>Media Services</b></p>	<p>3</p>	<p>Media Assistants:</p> <p>Duties include</p> <ul style="list-style-type: none"> <li>• Video editing</li> <li>• Multimedia asset management</li> <li>• Logging footage</li> <li>• Videography</li> <li>• Classroom technology equipment testing</li> <li>• Assist with setting up equipment for special events</li> </ul>	<p>Chris Dwyer</p> <p><a href="mailto:cjdwyer@suffolk.edu">cjdwyer@suffolk.edu</a></p> <p>(617) 305-1600</p>
<p><b>INTO/Suffolk</b></p> <p><b>This position REQUIRES Institutional Student</b></p>	<p>5</p>	<p>This position supports the Student Services Team in the areas of the Welcome Desk, Trips and Activities, Orientation, and Arrivals to enhance the overall student experience. The Student Services Assistant will provide high level administrative and customer</p>	<p>Lauren Dodd</p> <p><a href="mailto:ldodd@suffolk.edu">ldodd@suffolk.edu</a></p> <p>(617) 573-8669</p>



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<b>Employment</b> <b>Federal Work</b> <b>Study NOT</b> <b>ELIGIBLE</b>		service support to INTO Suffolk University students, faculty, staff, and guests.	
<b>Jumpstart</b>	32	<p>Corp Member: work on a team with their peers to support children’s language and literacy development in underserved communities through targeted Jumpstart curriculum, classroom service, family involvement, and professional training. Jumpstart sessions with team and small groups of children, 4 hours per week (two sessions per week for two hours each)</p> <p>Additional planning and meeting hours required. Also required to communicate with children’s family, participate in pre-service and on-going trainings, and attend periodic service days.</p> <p>Program Assistant: The program assistant supports Jumpstart through administrative work in the Jumpstart office, including, but not limited to filing, materials gathering/packing and organization, recruitment (interviewing, contacting applicants or interested students), and keeping track of CM paperwork and attendance in order to follow-up with them when something is missing. The program managers work directly with the Jumpstart site manager to complete various tasks as needed in support of Jumpstart programming and Corp members.</p>	<p>Erin Bessette</p> <p><a href="mailto:ekbessette@suffolk.edu">ekbessette@suffolk.edu</a></p> <p>(617) 994-6896</p>
<b>Law Academic Services</b>	3	<p>Academic Services Assistant will provide support with scanning, linking, filing of documents, and other office duties and miscellaneous projects as assigned.</p> <p>Requirements: organized, reliable, and detail oriented.</p>	<p>Lorraine D. Cove</p> <p><a href="mailto:lcove@suffolk.edu">lcove@suffolk.edu</a></p> <p>(617) 573-8160</p>



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<b>Law Dean of Students</b>	3	The Office assistant will provide support with reception duties, including answering and directing telephone calls, taking messages, and assisting students, faculty, administrators, staff and other visitors to the Dean of Students office. Perform clerical duties and office-wide projects as assigned. Word-process documents, perform research and prepare various reports. Assist in the gathering of information to complete word-processing and database management of numerous reports and projects for the Dean of Students Office as needed. Deliver confidential mail at the law school and the rest of the university.	Rosa Urena <a href="mailto:rurena@suffolk.edu">rurena@suffolk.edu</a> (617) 573-8157
<b>Law School Intellectual Property</b>	1	Research Assistant:  Perform internet research; collect data for analysis; spreadsheet organization; proof read documents; review invitee lists; perform basic social media tasks.	Karen Katz <a href="mailto:Kkatz2@suffolk.edu">Kkatz2@suffolk.edu</a> (617) 935-9331
<b>Law Support Services</b>	2	Assist the Support Services, Legal Practice Skills, Law Faculty Department, and Events Management with general office duties including but not limited to customer service, filing, word-processing and data entry, stuffing and addressing large mailings, scanning documents to PDF and converting files from PDF to MS Word (software provided), answering phones and handling walk-ins, deliveries throughout the Law School building and other school buildings in downtown Boston, and typing/formatting excel spreadsheets. Assist Copy	Kara Ryan <a href="mailto:Kryan2@suffolk.edu">Kryan2@suffolk.edu</a> (617) 573-8175



		Center as needed.  Requirements: Ability to communicate effectively both orally and written basic knowledge of Microsoft Office & WordPerfect, comfortable with computers, ability to file effectively, previous office/customer service experience preferred.	
<p><b>Let's Get Ready!</b> <b>89 South St. Suite 401, Boston, MA 02111</b></p> <p><i>*This is an Off-Site Location. Students must have Federal Work Study to be considered.</i></p>	5	<p>Success Coaches are dynamic and motivated upperclassmen undergraduates who provide mentoring and support to underclassmen – recent Let's Get Ready high school participants who are now freshmen or sophomores at one of our campus based or virtual Peer Success Sites.</p> <p>Success Coaches work directly with students and provide 1:1 peer mentoring to a cohort of first and second year students. Success Coaches work to increase access of campus resources and build support for students in the following areas:</p> <ul style="list-style-type: none"> <li>• <i>Academic Commitment and Performance</i></li> <li>• <i>Campus Engagement</i></li> <li>• <i>Social and Emotional Skill Development</i></li> <li>• <i>Career Growth</i></li> <li>• <i>Financial Aid</i></li> </ul> <p>Success Coaches report to a Let's Get Ready Program Manager; Success Coaches should plan to commit approximately 6-8 hours per week to the role. Open to Juniors and Seniors Only.</p>	<p>Lisa Edouard <a href="mailto:ledouard@letsgetready.org">ledouard@letsgetready.org</a></p>
<p><b>Mail Services</b></p> <p><b>Sawyer Building</b></p>	6	<p>Mail Room clerks needed. Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Receive, sort, and deliver USPS mail to Suffolk University Departments.</li> <li>• Receive, log in, and deliver packages from FedEx, UPS, TNT, DHL, and USPS Certified.</li> <li>• Become familiar with the Smart Track system.</li> <li>• Receive signatures and log in updated and signed slips for packages by month.</li> </ul>	<p>Kathy Lui <a href="mailto:khlui@suffolk.edu">khlui@suffolk.edu</a> (617) 573-8348</p>



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		<ul style="list-style-type: none"> <li>• Break down, put postage on, and send out Domestic mail for Suffolk University Departments.</li> <li>• Maintain an inventory of Office Supplies and charge appropriate departments.</li> <li>• Receive mailroom related phone calls and take adequate messages when needed.</li> </ul>	
<p><b>Mail Services</b></p> <p><b>Stahl Building</b></p>	6	<p>Mail Room clerks needed. Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Receive, sort, and deliver USPS mail to Suffolk University Departments.</li> <li>• Receive, log in, and deliver packages from FedEx, UPS, TNT, DHL, and USPS Certified.</li> <li>• Become familiar with the Smart Track system.</li> <li>• Receive signatures and log in updated and signed slips for packages by month.</li> <li>• Break down, put postage on, and send out Domestic mail for Suffolk University Departments.</li> <li>• Maintain an inventory of Office Supplies and charge appropriate departments.</li> <li>• Receive mailroom related phone calls and take adequate messages when needed.</li> </ul>	<p>Joshua Magararu</p> <p><a href="mailto:jmagararu@suffolk.edu">jmagararu@suffolk.edu</a></p> <p>(617) 994-6475</p>
<p><b>Management &amp; Entrepreneurship</b></p>	3	<p>Office Assistants needed to provide support for website updates, data entry, opening and distributing mail, answering phones, office reception, and other office duties as assigned.</p>	<p>Kasie Serafin</p> <p><a href="mailto:kmserafin@suffolk.edu">kmserafin@suffolk.edu</a></p> <p>(617) 573-8336</p>



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<p><b>Marketing and Communications</b></p>	<p>2</p>	<p>Graphic Design Assistant needed. Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Update existing pieces to bring them into the new University brand</li> <li>• Create new pieces that adhere to brand guidelines</li> <li>• Make edits as directed by project managers, writers, the senior designer, and creative director</li> <li>• Prepare files to go to the printer</li> <li>• Check proofs for color, format errors, typos, and overall layout</li> <li>• Create web graphics for emails and web sites</li> <li>• Assist with filing samples from the printer as well as electronic files once a project is complete</li> </ul> <p>Applicants should have a portfolio showing work they have create using Adobe Creative Cloud software.</p>	<p>Denise Lang  <a href="mailto:dlang@suffolk.edu">dlang@suffolk.edu</a>        (617) 573-8031</p>
<p><b>Marketing and Communications</b></p>	<p>1</p>	<p>Photography Assistant:</p> <p>Serve a key role in photography and visual communications work on campus working assisting with projects that include various lighting, camera, and grip setups, as well as photographic event and story coverage. These tasks are wide ranging and include assisting in various aspects of planning, preparation, execution, and edit work</p>	<p>Michael Clarke  <a href="mailto:michaeljclarke@suffolk.edu">michaeljclarke@suffolk.edu</a></p>
<p><b>Marketing Department</b></p>	<p>2</p>	<p>Office Assistant:</p> <p>Position responsibilities, duties and other pertinent information: Student assistant responsible for answering calls, making copies, directing faculty/students around the department, assisting at department events, and assisting the coordinator in a variety of tasks from: event planning, schedule building, data analysis/visualization, etc.</p>	<p>Deveney Melanson  <a href="mailto:dmelanson@suffolk.edu">dmelanson@suffolk.edu</a>        (617) 573-8651</p>



<p><b>Mathematics &amp; Computer Science Department</b></p>	<p>12</p>	<p>Math Graders: Grading homework sets for undergraduate mathematics courses in a timely manner, including: detailed scoring, record keeping, and communicating regularly with assigned faculty or teaching assistant.</p>	<p>Kathryn Rodrigues <a href="mailto:krodrigues@suffolk.edu">krodrigues@suffolk.edu</a> 617-573-8251</p>
<p><b>Mathematics &amp; Computer Science Department</b></p>	<p>3</p>	<p>Office Assistants:  Math and Computer Science Department Office Assistant will help the administrative staff and faculty with daily office tasks, including but not limited to photocopying, greeting visitors and answering questions in person and over the phone, handling mail, and other daily responsibilities.</p>	<p>Kathryn Rodrigues <a href="mailto:krodrigues@suffolk.edu">krodrigues@suffolk.edu</a> 617-573-8251</p>
<p><b>Moakley Archive</b></p>	<p>2</p>	<p>The Archives Assistant will help supervise the Reading Room, archival processing, data entry and clean up, clerical work, and other projects as assigned.  Requirements: attention to detail, intermediate knowledge of Word and Excel.</p>	<p>Julia Howington <a href="mailto:jhowington@suffolk.edu">jhowington@suffolk.edu</a> 617-305-6293</p>
<p><b>Museum of Fine Arts, Boston</b> <i>*This is an Off-Site Location. Students must have Federal Work Study to be considered.</i></p>	<p>5</p>	<p>The Museum of Fine Arts, Boston, is looking for Ambassadors to provide superior customer service as they engage with MFA visitors throughout the building. Under the supervision of the Information Center's Assistant Manager, Ambassadors will help MFA guests navigate through the Museum, offering guidance and interpretive assistance. Ambassadors will provide the added human support that many first time and infrequent visitors seek in order to have a</p>	<p>Jonathan Bach <a href="mailto:jbach@mfa.org">jbach@mfa.org</a> (617) 369-4058  *Please send cover letter and resume.</p>





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		welcoming learning experience.	
<b>NESAD Gallery</b>	3	<p>Gallery Monitor:</p> <p>The student worker keeps track of visitors, maintains safety of the work exhibited, engages with visitors, helps maintain the exhibit – many of our exhibits have technological aspects. Also learn about the exhibits from press materials and website.</p>	<p>Deborah Davidson</p> <p><a href="mailto:ddavidson@suffolk.edu">ddavidson@suffolk.edu</a></p> <p>(617) 994-4283</p>
<b>NESAD Office Assistant</b>	4	<p>Office Assistants:</p> <p>Meet and greet visitors arriving to the Art and Design department. Answer phone calls and provide information about classes, shows, general transfer, provide assistance in re-stock department materials and print stations, occasional assistance in department Gallery for show set-up and receptions.</p>	<p>Timothy Strauhal</p> <p><a href="mailto:tstrauhal@suffolk.edu">tstrauhal@suffolk.edu</a></p> <p>(617) 557-1535</p>
<b>NESAD Woodshop/ Fabrication Lab</b>	7	<p>Woodshop Monitors assist students in using the equipment in the woodshop for class assignments. They are a resource for brainstorming designs for students' projects as well as troubleshooting issues within those designs. Duties include maintaining shop cleanliness and organization, communicating safety practices within the shop, and operating power tools including band saws, table saws, drill presses, sanders, 3D printers and our laser cutter, as well as various hand tools. Monitors will also act as an assistant to the Woodshed Manager to help in maintenance of the machines and tools in the woodshop and fabrication lab.</p>	<p>Jamezie Helenski</p> <p><a href="mailto:jahelenski@suffolk.edu">jahelenski@suffolk.edu</a></p> <p>(617) 557-6513</p>



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<b>Philosophy Department</b>	2	Office Assistant:  Customer service responsibilities (answering phones and assisting walk-ins), general office duties (includes sorting mail, filing, photocopying, scanning, assisting with mailings, etc.), running, data entry.	Mary Anooshian <a href="mailto:manooshian@suffolk.edu">manooshian@suffolk.edu</a>
<b>Physics Office</b>	1	Office Assistant:  Duties include photocopying, printing, answering phones, collating, typing, mail distribution, faculty evaluation packet preparation and various errand-doings.	Melissa Muchmore <a href="mailto:mmuchmore@suffolk.edu">mmuchmore@suffolk.edu</a>
<b>Physics Lab</b>	5	Physics Lab Assistant:  Set up lab experiments, check equipment to make sure it is in good working order, general cleaning and straightening up of the lab room and equipment in storage areas	Melissa Muchmore <a href="mailto:mmuchmore@suffolk.edu">mmuchmore@suffolk.edu</a>
<b>Physics Augmented Reality and Virtual Reality Lab</b>	5	AR/VR Lab Assistants will work as part of the Multiple Realities Team at Suffolk University and report to Dr. Walter Johnson (Physics Department). Students from all majors are encouraged to apply with preference given to those who have had some experience using AR/VR equipment. Assistants will become skilled in use of both augmented and virtual reality devices.	Professor Walter Johnson <a href="mailto:wjohnson@suffolk.edu">wjohnson@suffolk.edu</a>
<b>Political Research Center</b>	1	Research assistants needed for election related research projects, data entry, customer service, assisting with SUPRC related events, and other general office duties as assigned.	Meri Power-Ayer <a href="mailto:mpower@suffolk.edu">mpower@suffolk.edu</a>



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			617-725-4165
<b>Psychology</b>	2	Office assistants needed for general office work, customer service, copying, filing, and other projects as assigned.	Katie Bolgioni <a href="mailto:kbolgioni@suffolk.edu">kbolgioni@suffolk.edu</a> (617) 305-1921
<b>Public Affairs</b>	1	Public Affairs Assistants are primarily responsible for the collection, organization, and prioritizing of Suffolk University mentions in print and electronic media. Student will also be asked to assist with office duties, such as reception, photocopying, etc.	Karen DeCilio <a href="mailto:kdecilio@suffolk.edu">kdecilio@suffolk.edu</a> (617) 573-8508
<b>RAM Print Shop</b>	3	Print Center Assistants are responsible for making deliveries of various sized print jobs around campus for the Print Shop manager.	Todd Mook <a href="mailto:tmook@suffolk.edu">tmook@suffolk.edu</a> (617) 573-8405
<b>Residence Life and Housing</b>	20	Office Assistant: assist anyone who comes into the office/mailroom, answer phones, sort mail/packages, sign for packages, hang flyers, other duties as assigned.  Requirements: ability to address student concerns and discern what should be forwarded to supervisor, ability to multitask, and Microsoft Suite knowledge. Must submit resume and attend interview.	Kristina Ofoedu <a href="mailto:kofoedu@suffolk.edu">kofoedu@suffolk.edu</a> Phone: 617-305-2500



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<b>Sawyer Business School Dean's Office</b>	2	Office Assistants needed for assistance with reception and answering phones, creation of Excel charts and graphs for reporting and analysis, outreach to Alumni, and other administrative duties as assigned.	Shannon Conley <a href="mailto:smconley@suffolk.edu">smconley@suffolk.edu</a> (617) 573-8665
<b>Sawyer Business School Dean's Office</b>	1	Marketing Assistant: Assist with marketing related projects such as researching professional associations for sponsorship opportunities, develop social media plans and strategies, general office work, data entry.	Theresa Malionek <a href="mailto:tmalionek@suffolk.edu">tmalionek@suffolk.edu</a> (617) 573-8631
<b>Sawyer Library- Circulation</b>	7	Student Circulation Assistants contribute to the operation of the library by checking out materials to patrons, checking in returned items, shelving materials, maintaining the order of the stacks, enforcing library policy, and assisting patrons with general questions. Other duties such as inventory management or material processing may be assigned as needed.  Requirements: Punctuality, communication and customer service skills, attention to detail, previous library or retail experience preferred, but not required.	Jennifer Blakely <a href="mailto:jlblakely@suffolk.edu">jlblakely@suffolk.edu</a> Phone: 617-573-8537
<b>Sociology Department</b>	3	Sociology Department Office Assistant will help the administrative coordinator and faculty with daily office tasks, including but not limited to photocopying, greeting visitors and answering questions in person and over the phone, handling mail, and other daily responsibilities.	Sandy Ruelas <a href="mailto:sruelas@suffolk.edu">sruelas@suffolk.edu</a> (617) 305-1990



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<p><b>Student Affairs</b></p>	<p>2</p>	<p>Office Assistants needed to provide Customer Service, including answering phones, scheduling appointments, taking messages, covering front desk reception, delivering mail and packages to other departments, and other general office duties as assigned.</p>	<p>Theresa Doherty  <a href="mailto:tmdoherty2@suffolk.edu">tmdoherty2@suffolk.edu</a>          (617) 573-8239</p>
<p><b>Student Affairs</b></p>	<p>5</p>	<p>Suffolk CARES Food Pantry Assistant</p> <ul style="list-style-type: none"> <li>• Checking students into and out of the pantry</li> <li>• Providing a high level of confidential customer service to students using the food pantry</li> <li>• Covering the front desk of the Student Affairs Office (assisting guests who arrive at the front desk, etc.)</li> <li>• Delivering packages and/or mail when necessary</li> <li>• General office duties (opening mail, stuffing envelopes, filing paperwork, making photocopies, creating Excel spreadsheets, etc.)</li> <li>• Assist with mailings when necessary and other duties as assigned</li> <li>• Fill out daily shift log during every shift worked in the pantry</li> <li>• Keep track of inventory and stock new inventory as it arrives</li> <li>• Help maintain presence of social media presence</li> </ul>	<p>Theresa Doherty  <a href="mailto:tmdoherty2@suffolk.edu">tmdoherty2@suffolk.edu</a>          (617) 573-8239</p>
<p><b>Student Leadership &amp; Involvement</b></p>	<p>7</p>	<p><u>Office Assistants:</u></p> <ul style="list-style-type: none"> <li>• Answer main office phone</li> <li>• Process paperwork including time stamping forms when received</li> <li>• Review paperwork for completeness (proper signatures, dates, and other required fields)</li> <li>• Data processing</li> </ul>	<p>Nicole Dygon  <a href="mailto:ndygon@suffolk.edu">ndygon@suffolk.edu</a>          Phone: 617-305-6301</p>



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		<ul style="list-style-type: none"> <li>• Maintain daily log of problems, questions, suggestions including shift changes and end of the day</li> <li>• Work as a responsible member of a team and remain flexible with regards to working hours and conditions</li> <li>• Rent out equipment</li> <li>• Cross-trained on room reservation system</li> <li>• Other duties as assigned</li> </ul>	
<b>Center for Teaching &amp; Scholarly Excellence</b>	1	<p><b>Student Intern- Database Design/Development</b>          This position is ideal for someone in the ISOM program. The intern will work with the CTSE team to plan and recommend the appropriate software; develop and create a database in order to input data, create queries, and generate reports; as well as train the CTSE staff to use the database and its functions.</p>	<p>Cassandra Scannella  <a href="mailto:cscannella@suffolk.edu">cscannella@suffolk.edu</a>          (617) 573-8222</p>
<b>Telecommunication Office</b>	5	<p>Hiring telecommunications Operators/Assistants. Answer the main line to the University and transfer callers to appropriate department or person, assist callers as needed, other office duties as assigned.</p> <p>Requirements: great communication skills, knowledge about the University</p>	<p>Desara Zeneli  <a href="mailto:dzeneli@suffolk.edu">dzeneli@suffolk.edu</a>          (617) 573-8299</p>
<b>Theatre Department</b>	7	<p>Office Assistants help with general office support including special projects, data entry, updating of office materials, some marketing and classroom support.</p>	<p>Michael Hadley  <a href="mailto:mhadley@suffolk.edu">mhadley@suffolk.edu</a>          (617) 573-8292</p>



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<b>Theatre Department Communications</b>	1	The Theatre Communications Assistant will work with the Suffolk University Theatre Department Communications Manager by conducting research, creating and distributing materials, providing general office support, and assisting with special projects as they arise.	Rosalind Beauchemin <a href="mailto:rbeauchemin@suffolk.edu">rbeauchemin@suffolk.edu</a> (617) 573-8347
<b>World Languages &amp; Cultural Studies</b>	3	Office assistance with data entry, Microsoft Office projects, and customer service (answering phones, handling walk-ins, etc.)  Requirements: Ability to communicate effectively with students & faculty, friendly, polite, respectful & a team player. Previous office experiences a plus but not required.	Madelyn Soto <a href="mailto:msoto@suffolk.edu">msoto@suffolk.edu</a>
<b>World Languages &amp; Cultural Studies Language Lab</b>	2	Language Lab assistants needed to provide customer service to students and faculty that use the Language Lab. The position requires a generalized knowledge of computers and the ability to solve various technical or equipment problems as they arise. Various projects such as the inputting and organization of the large CD and DVD collections will be undertaken, so the ability to multitask is very important. Attention to small details is essential in this job.	Chris Dakin <a href="mailto:cdakin@suffolk.edu">cdakin@suffolk.edu</a> (617) 994-6444