



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

Updated 01/14/2019

*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
Accounts Payable	2	<p>Office Assistant:</p> <p>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.</p> <p>Customer Service: Answering the phone and help the vendors with inquiries, Assist a person when picking up their reimbursement checks.</p> <p>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 ymejia@suffolk.edu (617) 573-8526</p>



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<p>Advancement</p>	<p>1</p>	<p>Office Assistant</p> <p>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</p> <p>egianni@suffolk.edu</p> <p>(617) 305-1762</p>
<p>Office of Advancement</p> <p>Annual Fund</p>	<p>10</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"> • 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 • Commit to a minimum of 9 hours (three, three-hour shifts – Sunday through Thursday) per week with occasional day and evening shifts • Gain an understanding of the University and the need for financial support • Call constituents to acquire, renew, and increase gifts and participation to the Annual Fund <p>Please Apply online at: www.surveymonkey.com/r/suffolkannualfund</p>	<p>Please apply online at the website listed below the job description.</p>
<p>Art & Design Materials Library</p>	<p>2</p>	<p>Materials Library Staff will primarily oversee, straighten and organize the materials and resource library located in the Sawyer building in room A23. Additional responsibilities include order new materials, label, code and track materials. The operations intern must be dependable, punctual and maintain a</p>	<p>Sean Solley</p> <p>ssolley@suffolk.edu</p>



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		professional presence.	
Athletics Department	10	<p>Various positions available, including :</p> <ol style="list-style-type: none"> 1. Fitness Center Monitor: open/close, check IDs, maintain/clean fitness center 2. Gymnasium Monitor: open/close, check IDs, maintain facility 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) 4. Intramural Workers: work intramural sport events (TBD), must be paired with other position. 5. Laundry/Equipment: assist in laundry and equipment needs for NCAA teams 6. Team Managers: as needed and employed by individual coaches. 7. Office Assistants: Assist with answering phones, admin duties, errands, and projects. 	<p>Eileen Calamese Ecalamese@suffolk.edu (617) 573-8379</p>
CLAS Bridge Tutors to support INTO	2	<p>Bridge Tutors:</p> <ul style="list-style-type: none"> • Attend an assigned course that has INTO PW students enrolled and take notes on vocabulary and main ideas in the course. • Hold weekly group conversation sessions for INTO PW students to discuss main ideas, vocabulary, cultural references, etc. • Meet with INTO PW students enrolled in your assigned course one-on-one, as needed. 	<p>Jill Eisenberg jseisenberg@suffolk.edu</p>



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		<ul style="list-style-type: none"> • Attend training sessions on study skills, developing relationships and teaching strategies. These are designed to help improve tutoring techniques and learning knowledge. • Schedule sessions in a flexible manner, be on time, and be prepared to assist students with their academic concerns. • Complete paperwork necessary to maintain program standards. • Attend a weekly one hour staff meeting/training, which will provide the opportunity to share experiences and concerns related to assisting students. 	
<p>CLAS English Language Instruction Peer Tutor</p>	<p>2</p>	<p>CLAS ELI Peer Tutor:</p> <ul style="list-style-type: none"> • 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. • 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. • Attend training sessions on study skills, developing relationships and teaching strategies. These are designed to help improve tutoring techniques and learning knowledge. • Schedule sessions in a flexible manner, be on time, and be prepared to assist students with their academic concerns. • Complete paperwork necessary to maintain program standards. • Attend a weekly one hour staff 	<p>Jill Eisenberg jseisenberg@suffolk.edu</p>



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		meeting/training, which will provide the opportunity to share experiences and concerns related to assisting students.	
Center for Urban Ecology and Sustainability (CUES)	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"> - Lab assistants must make sure that the chemical stockroom is organized and free of carts. - 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>Tram Lai</p> <p>tlai@suffolk.edu</p> <p>(617) 305-1748</p>
Chemistry & Biochemistry	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"> - Lab assistants must make sure that the chemical stockroom is organized and free of carts. - 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>Tram Lai</p> <p>tlai@suffolk.edu</p> <p>(617) 305-1748</p>
<p>Codman Academy</p> <p>637 Washington St. Dorchester, MA 02124</p> <p><i>*This is an Off-Site Location. Students must have Federal</i></p>		<p>Codman Math & 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</p>	<p>Sahar Hakim</p> <p>Tutor Coordinator</p> <p>shakim@codmanacademy.org</p>



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<p><i>Work Study to be considered.</i></p>	<p>schools.</p> <ul style="list-style-type: none"> ● Report to mandatory training sessions prior to working with students ● 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 ● Implement instructional guide outlined in lesson plans and grade students on preparation, engagement, and ability to complete lessons each session ● Create and maintain a positive learning environment in the classroom ● Report all student incidents, including injuries, accidents, illnesses, and behavioral problems ● Work with other tutors in a team setting, and receive and implement professional development and constructive feedback provided by the Tutorial Coordinator ● Must be willing to use Codman Academy's expeditionary teaching methods and enforce Codman Academy's Habits of Learning and Scholarship <p>7th-8th Grade Math Tutors:</p> <p>Codman Academy Charter Public School is seeking Math Tutor candidates to provide individualized instruction to grade 7 and 8 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>	<p>(617) 287-0700</p> <p>*Please send resume and cover letter.</p>
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Communications & Journalism Department Media Lab	6	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 glendye@suffolk.edu (617) 994-6807
Communications & Journalism Department TV Studio 73	4	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 glendye@suffolk.edu (617) 994-6807
Construction and Facilities Planning	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 someone who is reliable, professional, and organized with strong teamwork, and communication.	Ashley Alberts Aalberts@suffolk.edu
Counseling Health & Wellness	1	The CHW Wellness Resource Center (WRC) needs Work Study/Student Workers to operate the front desk. Students would greet students coming into the WRC, complete various office tasks in preparation for programming/events, and refer questions received in the WRC to the appropriate source within CHW, such as the SUPERs or Assistant Director of Wellness Education. Training in customer service, utilizing WRC resources, and working with CHW staff and SUPERs is required and will be provided to all new staff.	Annie Crossman acrossman@suffolk.edu



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Sustainability	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>Aalberts@suffolk.edu</p>
Office of Disability Services	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>Requirements: 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</p> <p>mconnor@suffolk.edu</p> <p>Phone: 617-994-6824</p>



<p>Government Department</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 Tgeorge2@suffolk.edu</p>
<p>History</p>	<p>1</p>	<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 smkeefe@suffolk.edu</p>
<p>Information Technology Services</p> <p>Technology Support Center</p>	<p>2</p>	<p>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.</p>	<p>Dahlia Alexander-Bryan dbryan@suffolk.edu (617) 573-8524</p>
<p>Information Technology Services</p> <p>Technology Support Center</p>	<p>2</p>	<p>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</p>	<p>Dahlia Alexander-Bryan dbryan@suffolk.edu (617) 573-8524</p>



		of contact in the Computing Center.	
Information Technology Services Media Services	3	Media Assistants: Duties include <ul style="list-style-type: none">• Video editing• Multimedia asset management• Logging footage• Videography• Classroom technology equipment testing• Assist with setting up equipment for special events	Chris Dwyer cjdwyer@suffolk.edu (617) 305-1600
Jumpstart	10	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) 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. Program Assistant: The program assistant supports	Erin Bessette ekbessette@suffolk.edu (617) 994-6896



		<p>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>Let's Get Ready! 89 South St. Suite 401, Boston, MA 02111</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">• <i>Academic Commitment and Performance</i>• <i>Campus Engagement</i>• <i>Social and Emotional Skill Development</i>• <i>Career Growth</i>• <i>Financial Aid</i> <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</p> <p>ledouard@letsgetready.org</p>
<p>Mail Services</p>	2	<p>Mail Room clerks needed. Responsibilities include:</p> <ul style="list-style-type: none">• Receive, sort, and deliver USPS mail to Suffolk University Departments.• Receive, log in, and deliver packages from FedEx, UPS, TNT, DHL, and	<p>Kathy Lui</p> <p>khlui@suffolk.edu</p> <p>(617) 573-8348</p>



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<p>Sawyer Building</p>		<p>USPS Certified.</p> <ul style="list-style-type: none"> • Become familiar with the Smart Track system. • Receive signatures and log in updated and signed slips for packages by month. • Break down, put postage on, and send out Domestic mail for Suffolk University Departments. • Maintain an inventory of Office Supplies and charge appropriate departments. • Receive mailroom related phone calls and take adequate messages when needed. 	
<p>Mail Services Stahl Building</p>	<p>2</p>	<p>Mail Room clerks needed. Responsibilities include:</p> <ul style="list-style-type: none"> • Receive, sort, and deliver USPS mail to Suffolk University Departments. • Receive, log in, and deliver packages from FedEx, UPS, TNT, DHL, and USPS Certified. • Become familiar with the Smart Track system. • Receive signatures and log in updated and signed slips for packages by month. • Break down, put postage on, and send out Domestic mail for Suffolk University Departments. • Maintain an inventory of Office Supplies and charge appropriate departments. • Receive mailroom related phone calls and take adequate messages when needed. 	<p>Joshua Magararu jmagararu@suffolk.edu (617) 994-6475</p>



<p>Marketing and Communications</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 michaeljclarke@suffolk.edu</p>
<p>Mathematics & Computer Science Department</p>	<p>1</p>	<p>Office Assistants:</p> <p>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 krodrigues@suffolk.edu 617-573-8251</p>
<p>Museum of Fine Arts, Boston <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 welcoming learning experience.</p>	<p>Jonathan Bach jbach@mfa.org (617) 369-4058 *Please send cover letter and resume.</p>
<p>Art & Design Dept. Gallery</p>	<p>3</p>	<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 ddavidson@suffolk.edu (617) 994-4283</p>



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Art & Design Dept. Woodshop/ Fabrication Lab	3	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.	Jamezie Helenski jahelenski@suffolk.edu (617) 557-6513
Orientation, New Student & Family Programs	4	Student Worker Outreach Staff The goal of student outreach is to identify those students who are struggling and connect them to the necessary resources on campus to help them with their transition. These phone calls also provide students with a feeling of connection to campus and the feeling that someone is looking out for them. The secondary goal of the calls is to collect data about what students are struggling with, how their transition is going and how the university can better support them. Outreach student workers will call a list of students, and depending on whether the student is available or not the student worker will leave a voicemail, take note of a better time to call, or proceed with asking the students a series of questions about their transition to college. If the student indicates any difficulties the student worker will connect them to relevant resources on campus. Student worker will help coach the student and give advice when appropriate. The student worker will keep the phone call confidential and will be cautious with student information	Anthony Pellecchia ARPellecchia@suffolk.edu (617) 573-8321
Performing Arts	2	Office Assistant: General duties supporting the work of the Performing Arts Office including but not limited to: answering phones, filing, posting office flyers and posters around campus, office upkeep, customer service, manage access to music practice	Antoine Gagnon aagagnon@suffolk.edu (617) 305-6307



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		rooms/spaces/equipment.	
Physics Office	1	Office Assistant: Duties include photocopying, printing, answering phones, collating, typing, mail distribution, faculty evaluation packet preparation and various errand-doings.	Melissa Muchmore mmuchmore@suffolk.edu
Physics Lab	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 mmuchmore@suffolk.edu
Physics Augmented Reality and Virtual Reality Lab	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 wjohnson@suffolk.edu
Residence Life and Housing	4	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	Kristina Ofoedu kofoedu@suffolk.edu Phone: 617-305-2500



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		and discern what should be forwarded to supervisor, ability to multitask, and Microsoft Suite knowledge. Must submit resume and attend interview.	
Sawyer Library-Circulation	3	<p>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.</p> <p>Requirements: Punctuality, communication and customer service skills, attention to detail, previous library or retail experience preferred, but not required.</p>	<p>Jennifer Blakely jlblakely@suffolk.edu Phone: 617-573-8537</p>