



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

**Updated 11/3/2020**

**The following positions are only available to those students who have been awarded FEDERAL WORK STUDY or STUDENT EMPLOYMENT as part of their 2020-21 Financial Aid package.**

**Fall Jobs begin September 2, 2020 and end December 18, 2020**

**Spring Jobs begin January 19, 2021 and end May 11, 2021**

You should not contact offices unless you have been awarded this type of funding. If you have questions regarding funding, please contact the Ram Registration & Financial Center at (617) 573-8488.

If you qualify and are offered a position by a manager, you are not authorized to begin working until you have completed ALL necessary employment forms and onboarding steps.

Department Name and Location	# of Positions Available	Brief Job Description	Contact Information
University Media Services	155	<p><b>Faculty Technology Facilitator</b></p> <p>The Faculty Technology Facilitator or FTF assists the faculty member in the face to face classroom by operating technology tools that effectively connect the face to face and remote classroom. The FTF, in close consultation with the faculty member, is responsible for preparing the technology tools prior to the class, operating the tools throughout the duration of each class and ensuring that all equipment is returned to its appropriate place at the end of class.</p> <p>Starting Rate: \$13.75/hour</p>	<p>For more information on job responsibilities or to Apply Online, please visit:</p> <p><a href="https://sites.suffolk.edu/technologyfacilitator/">https://sites.suffolk.edu/technologyfacilitator/</a></p>



<p><b>Advancement</b> <b>Alumni Relations</b></p>	<p>2</p>	<p>Alumni Relations Assistant:</p> <ul style="list-style-type: none"> <li>• Research alumni information and report reports for alumni relations team</li> <li>• Support Alumni Relations and Annual Giving team with marketing and communications efforts including social media contact and email design and content</li> <li>• Help with development of monthly alumni newsletter</li> </ul> <p>Starting rate \$12.85/hour</p> <p><b>This is a remote position</b></p>	<p>Annamaria Mueller <a href="mailto:amueller@suffolk.edu">amueller@suffolk.edu</a></p>
<p><b>Advertising, Public Relations &amp; Social Media</b></p>	<p>2</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>Starting rate: \$12.85/hour</p> <p><b>This position involves both on campus and remote work</b></p>	<p>Madelyn Soto <a href="mailto:msoto@suffolk.edu">msoto@suffolk.edu</a></p>
<p><b>Campus Card Services</b></p>	<p>5</p>	<p>Campus Card Services Assistants are actively involved in assisting the entire community with Suffolk related questions, directions, ticket sales and much more. Position duties also include marketing, event planning, orientation, technology assessments, team building, and other activities</p>	<p>Mikhail Ilin <a href="mailto:milin@suffolk.edu">milin@suffolk.edu</a></p>



		<p>related to their majors or areas of interest.</p> <p>Starting rate \$12.85 /hour</p> <p><b>Position requires on campus work</b></p>	
<p><b>Center for Community Engagement</b></p>	5	<p><b>Suffolk Votes Ambassador</b></p> <p>Position Responsibilities:</p> <p>Suffolk Votes is a non-partisan program that helps the Suffolk community get registered and educated on voting processes. This year, Suffolk Votes Ambassadors will be supported by the CCE to manage voter registration events, processes, and help students register to vote. Ambassadors will learn organizing skills, develop their public speaking skills, and learn best practices for registering students to vote.</p> <p>Be a part of helping your Suffolk community make their voices heard in our communities!</p> <p>Starting at \$12.75/hour</p> <p><b>This position involves both on campus and remote work</b></p>	<p>Adam Westbrook</p> <p><a href="mailto:awestbrook@suffolk.edu">awestbrook@suffolk.edu</a></p> <p>617-305-6306</p>
<p><b>Communications &amp; Journalism Department</b></p> <p><b>Media Lab</b></p>	4	<p>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.</p> <p>Requirements: Basic knowledge of video production and postproduction.</p> <p>Starting rate: \$12.85/hour</p> <p><b>Position requires on campus work</b></p>	<p>Matthew Dezii</p> <p><a href="mailto:mdezii@suffolk.edu">mdezii@suffolk.edu</a></p>



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<b>Communications &amp; Journalism Department</b> <b>TV Studio 73</b>	5	<p>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.</p> <p>Starting rate: \$12.85/hour</p> <p><b>Position involves both on campus and remote work</b></p>	<p>Gerald Glendye</p> <p><a href="mailto:glendye@suffolk.edu">glendye@suffolk.edu</a></p> <p>(617) 994-6807</p>
<b>Economics</b>	2	<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>Starting Rate \$12.85/hour</p> <p><b>This position involves both on campus and remote work</b></p>	<p>Erin Redmond</p> <p><a href="mailto:eredmond@suffolk.edu">eredmond@suffolk.edu</a></p> <p>(617) 573-8259</p>
<b>English Department</b>	2	<p>The English Department assistant will help the administrative coordinators, admin services 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</p>	<p>Lauren Burch</p> <p><a href="mailto:lburch@suffolk.edu">lburch@suffolk.edu</a></p> <p>617-573 8271</p>



		<p>information.</p> <p>Starting Rate \$12.85/hour</p> <p><b>This position requires on campus work</b></p>	
<p><b>Information Systems and Operations Management</b></p>	1	<p>ISOM Department Representative:</p> <p>SBS Undergraduate Department Representatives (UDRs) serve as the student representative for academic departments in the Sawyer Business School. UDRs work with Department Chairs to assess academic student needs and plan programs and activities to support and meet these needs. The UDR will serve as a communication liaison between students and faculty regarding questions that they have about program requirements, faculty and overall department goals. Primary goals of the position are to enhance communication and awareness between academic departments and students.</p> <p>Starting Rate \$12.85/hour</p> <p><b>This is a remote position</b></p>	<p>Yonnie Chin</p> <p><a href="mailto:ychin@suffolk.edu">ychin@suffolk.edu</a></p> <p>(617) 573-8331</p>
<p><b>Information Technology Services</b></p> <p><b>Technology Support Center</b></p>	5	<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>Starting Rate \$13.75/hour</p> <p><b>Position requires on campus work</b></p>	<p>Dahlia Alexander-Bryan</p> <p><a href="mailto:dbryan@suffolk.edu">dbryan@suffolk.edu</a></p> <p>(617) 573-8524</p>



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<p><b>Information Technology Services</b></p> <p><b>Technology Support Center</b></p>	<p>5</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 of contact in the Computing Center.</p> <p>Starting Rate \$12.85/hour</p> <p><b>Position requires on campus work</b></p>	<p>Dahlia Alexander-Bryan</p> <p><a href="mailto:dbryan@suffolk.edu">dbryan@suffolk.edu</a></p> <p>(617) 573-8524</p>
<p><b>Information Technology Services</b></p> <p><b>Law Technology Support Center</b></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>Starting Rate \$12.85/hour</p> <p><b>Position requires on campus work</b></p>	<p>Jose Gonzalez</p> <p><a href="mailto:Jgonzalez@suffolk.edu">Jgonzalez@suffolk.edu</a></p> <p>(617) 573-8566</p>



<p><b>Interfaith Center</b></p>	<p>1</p>	<p>Chaplain’s Assistant: Responsibilities include religious event planning, data entry, reception, and marketing for the Interfaith Center.</p> <p>Starting Rate \$12.85/hour</p> <p><b>Position involves both on campus and remote work</b></p>	<p>Amy Fisher <a href="mailto:afisher@suffolk.edu">afisher@suffolk.edu</a></p>
<p><b>Jumpstart</b></p> <p><b>In order to receive an hourly wage for this position, students must have Federal Work Study (NOT Suffolk Student Employment)</b></p> <p><b>Students who wish to VOLUNTEER for Jumpstart should contact Molly McCafferty for more details on this option.</b></p>	<p>30</p>	<p><b>Jumpstart Corps Member</b></p> <p>Position Responsibilities:</p> <p>Jumpstart Corps members implement the Jumpstart curriculum in preschool classrooms across the country and serve as an aid to teachers. Corps members serve on a team with 5-7 peers and work directly with a local Jumpstart staff member on training, session planning, service opportunities, and more.</p> <p><b>Jumpstart Program Assistant</b></p> <p>Position Responsibilities:</p> <p>Program Assistants support our program by helping with recruitment, organizing materials and keeping track of program logistics. They monitor and record data, manage our social media pages, and participate in Jumpstart events.</p> <p>Starting Rate \$13.25/hour</p> <p><b>This position involves both in-person and remote work</b></p>	<p>Molly McCafferty <a href="mailto:Molly.McCafferty@jstart.org">Molly.McCafferty@jstart.org</a></p>



<p><b>Mail Services</b></p> <p><b>Sawyer Building</b></p>	<p>5</p>	<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>Starting Rate \$12.75/hour</p> <p><b>Position requires on campus work</b></p>	<p>Kathy Lui</p> <p><a href="mailto:khlui@suffolk.edu">khlui@suffolk.edu</a></p> <p>(617) 573-8348</p>
<p><b>Mail Services</b></p> <p><b>Stahl Building</b></p>	<p>4</p>	<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>Joshua Magararu</p> <p><a href="mailto:jmagararu@suffolk.edu">jmagararu@suffolk.edu</a></p> <p>(617) 994-6475</p>





		<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>Starting Rate \$12.75/hour</p> <p><b>Position requires on campus work</b></p>	
<b>Marketing Department</b>	2	<p>Teaching Assistant for SBS 220</p> <p>Must have earned A/A- in SBS 220 previously</p> <ul style="list-style-type: none"> <li>• Reinforce lessons presented by instructors by reviewing material with students one-on-one or in small groups, both in and out of the classroom (Fall 2020 = online only)</li> <li>• Maintain “office hours” during busy 9-5 weekdays</li> <li>• Respond to student and instructor emails on a timely basis (eg within 24 hours)</li> <li>• Assess student progress/alert instructor if needed</li> <li>• Support instructor during in class workshops</li> <li>• Maintain detailed TA time log of students helped, which assignments, and exact times</li> </ul> <p>Starting Rate \$13.25 /hour</p> <p><b>This is a remote position</b></p>	<p>Liane Czirjak</p> <p><a href="mailto:lczirjak@suffolk.edu">lczirjak@suffolk.edu</a></p>
<b>Philosophy Department</b>	2	<p>Office Assistant:</p> <p>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.</p>	<p>Mary Anooshian</p> <p><a href="mailto:manooshian@suffolk.edu">manooshian@suffolk.edu</a></p>



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<b>Residence Life and Housing</b>	20	Office Assistant: <ul style="list-style-type: none"><li>• Assist the Residence Director or Central Office Staff with day to day office operations</li><li>• Monitor and respond to student communication via email, phone and zoom appointments</li><li>• Assist students who are locked out when necessary</li><li>• Respond to walk-in requests (while minimal, can't eliminate 100%)</li><li>• Understand important campus resources and how to refer students to proper offices</li><li>• Sort and deliver packages to residential students</li></ul> Starting Rate \$12.85/hour <b>This position involves both on campus and remote work</b>	Matthew McGrath <a href="mailto:mmcgrath6@suffolk.edu">mmcgrath6@suffolk.edu</a>
<b>Sawyer Library-</b>	3	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	Jennifer Blakely



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<b>Circulation</b>		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.  Starting Rate \$12.85/hour  <b>Position requires on campus work</b>	<a href="mailto:jlblakely@suffolk.edu">jlblakely@suffolk.edu</a>  Phone: 617-573-8537
<b>Student Affairs</b>	1	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.  Starting Rate \$12.85/hour  <b>Position requires on campus work</b>	Theresa Doherty <a href="mailto:tmoherty2@suffolk.edu">tmoherty2@suffolk.edu</a>  (617) 573-8239
<b>Student Affairs</b> <b>Suffolk CARES</b> <b>Food Pantry</b>	1	Suffolk CARES Food Pantry Assistant <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></ul>	Theresa Doherty <a href="mailto:tmoherty2@suffolk.edu">tmoherty2@suffolk.edu</a>  (617) 573-8239



		<ul style="list-style-type: none"> <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>Starting Rate \$12.85/hour</p> <p><b>Position requires on campus work</b></p>	
<b>Student Leadership &amp; Involvement</b>	10	<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> <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> <p>Starting Rate \$12.85/hour</p> <p><b>Position requires on campus work</b></p>	<p>David Deangelis</p> <p><a href="mailto:ddeangelis@suffolk.edu">ddeangelis@suffolk.edu</a></p>
<b>Telecommunication Office</b>	4	<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,</p>	<p>Desara Zeneli</p> <p><a href="mailto:dzeneli@suffolk.edu">dzeneli@suffolk.edu</a></p> <p>(617) 573-8299</p>



		<p>knowledge about the University</p> <p>Starting Rate \$12.85/hour</p> <p><b>This position involves both on campus and remote work</b></p>	
<p><b>Theatre Department  Usher</b></p>	2	<p>Ushers assist in the Theatre Department’s two spaces (Studio Theatre and The Modern Theatre.) This position allows work-studies to view productions and performances presented in the Modern and Studio Theatres for free while maintaining the well-being and satisfaction of patrons attending the events. No previous theatre experience is necessary but Usher Work Studies must excel at customer service. Cashier skills are also essential as Usher Work Studies will be responsible for the Box Office operation as well. Work-studies will be asked to engage with the SU student body as well as the general public in a fun, supportive environment. This position comprises of almost entirely night and weekend shifts, with occasional opportunity for day shifts.</p> <p>Starting Rate \$12.85/hour</p> <p><b>This position involves both on campus and remote work</b></p>	<p>Heather Stern <a href="mailto:hstern@suffolk.edu">hstern@suffolk.edu</a></p>
<p><b>World Languages &amp; Cultural Studies  Office</b></p>	3	<p>Office assistance with data entry, Microsoft Office projects, and customer service (answering phones, handling walk-ins, etc.)</p> <p>Requirements: Ability to communicate effectively with students &amp; faculty, friendly, polite, respectful &amp; a team player. Previous office experiences a plus but not required.</p> <p>Starting Rate \$12.85/hour</p> <p><b>Position requires on campus work</b></p>	<p>Madelyn Soto <a href="mailto:msoto@suffolk.edu">msoto@suffolk.edu</a>  617-573-8285</p>