



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

**Updated 10/15/2021**

**The following positions are only available to those students who have been awarded FEDERAL WORK STUDY or STUDENT EMPLOYMENT as part of their 2021-22 Financial Aid package.**

**Fall Jobs begin September 7, 2021 and end December 17, 2021**

**Spring Jobs begin January 18, 2022 and end May 10, 2022**

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
<p><b>826 Boston</b> <b>3035 Washington St. Boston, MA02119</b></p> <p><b>Students must have <u>Federal Work Study</u> for this position (NOT Suffolk Student Employment)</b></p>	<p>15</p>	<p>Work Study Internship            The Youth Programs Intern joins 826 Boston’s Out-of-School Time Programs Team, supporting staff in tutoring, recruiting, maintaining program logistics, communicating with parents, editing and organizing student writing for publication, and tracking and entering data. In addition to supporting students with writing instruction, each intern will also have a specialized area of responsibility, which they will oversee with the mentorship of a supervisor. Several positions available:</p> <ul style="list-style-type: none"> <li>-Youth Programs Internship</li> <li>-STEM Literacy Internship</li> <li>-Program Data &amp; Evaluation Internship</li> </ul>	<p>For Job Descriptions and to apply, please visit:</p> <p><a href="#">826 Boston Internship Application</a></p> <p>You will need to include a resume, cover letter, and two letters of recommendation.</p>



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		-K-8 Writer's Room Internship -High School Writer's Internship	
<b>Advancement</b>	1	Advancement Assistant: Provide general administrative support including data entry, review of business information utilizing online business and news sources. Additional projects as needed including the potential for data analytics projects. Discretion is required when handling confidential information.	Erin Gianni <a href="mailto:egianni@suffolk.edu">egianni@suffolk.edu</a> (617) 305- 1762
<b>Advancement-Philanthropy Center</b>	5	Philanthropy Center Assistant: <ul style="list-style-type: none"><li>• Connect with alumni, parents, and friends to collect updated contact information, share updates about the University, ask for gifts to the College, and thank individuals for their support.</li><li>• Record digital and write handwritten thank you letters to donors of the University.</li><li>• Enter data and updates into processing system for College Advancement review.</li><li>• Work with other engagement officers in a team oriented environment to develop and grow the student fundraising program and assist with reaching College fundraising goals.</li><li>• Other duties as may be assigned and/or necessary</li></ul>	Sarah Baldauf <a href="mailto:sbaldauf@suffolk.edu">sbaldauf@suffolk.edu</a> (617) 573-8596
<b>Advancement Services</b>	2	Office Assistants needed for data entry, filing, and other administrative duties as assigned.	Felecia Glover <a href="mailto:fglover@suffolk.edu">fglover@suffolk.edu</a> (617) 994-4255



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<b>Advertising, Public Relations &amp; Social Media</b>	1	Office Assistants will be responsible for administrative support and all operational facets of the Advertising & Public Relations & 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.	Madelyn Soto <a href="mailto:msoto@suffolk.edu">msoto@suffolk.edu</a>
<b>Art &amp; Design Department Woodshop</b>	4	Woodshop/Fabrication Lab Monitors are responsible for assisting the Woodshop Manager in the operation and upkeep of tools housed within the woodshop. They help students interact with the shop by providing assistance with tools through demos or attentive monitoring, as well as act as a resource to brainstorm ideas on how to accomplish student projects. Monitors also assist in maintaining a clean an organized shop by vacuuming daily and organizing wood/supply storage. Outside of the traditional woodworking tools, monitors oversee the operation of the shop's laser cutter, 3D printer, and vacuum form table.	Grace Winburne <a href="mailto:gwinburne@suffolk.edu">gwinburne@suffolk.edu</a>
<b>Athletics Department</b>	25	<b>Fitness Center &amp; Gymnasium Staff:</b> Oversee the fitness center and gymnasium to ensure that they are safe, clean and welcoming facilities for the Suffolk community. Student workers will be asked to take valid Suffolk University ID cards from all people looking for access to our facilities. They will also be asked to track the use of the facilities. Shifts will require workers to walk around the facility to ensure that equipment is being treated correctly and being put away appropriately after use. Opening and closing shifts will require staff to perform additional duties specific to those hours (set-up), clean-up, contacting SUPD for access).  <b>Office Staff:</b> Assist Athletics' staff with office	Eileen Calamese <a href="mailto:ecalamese@suffolk.edu">ecalamese@suffolk.edu</a>  (617) 573-8379



		<p>duties, including, but not limited to answering phones, administrative duties, errands and small projects.</p> <p><b><u>Game Management Staff:</u></b> Oversee the proper execution of all home contests for our varsity athletic teams. Each sport has its own unique needs and time requirements. Game management staff is responsible for the set-up and clean-up of all home contests. Additional responsibilities may include working the scoreboard, stat keeping, shagging balls, music and anthem, line officials (volleyball), filming, and assistance with officials and visiting teams.</p> <p><b><u>Support Staff:</u></b> Support staff will vary in duties. Some support staff will be used during game management to assist our SID at the scorer's table/booth with announcing games. Other support staff is used to help run Intramural Sports as officials and score keepers. Miscellaneous tasks around the department include laundry, uniform/equipment management, team management and van maintenance.</p> <p><b><u>Equipment and Athletic Training Workers:</u></b> Assist Athletics' staff with laundry, uniform/equipment management and basic day-to-day needs of the Athletic Training room.</p>	
<b>Biology Department</b>	4	<p>Lab Assistant:</p> <p>Students will primarily be required to set up and break down Biology Teaching Labs. Students must be Biology students who have enrolled in entry level Biology courses before applying.</p>	<p>Arup Dey <a href="mailto:adey@suffolk.edu">adey@suffolk.edu</a></p>



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<p><b>BUILD Boston</b> <b>711 Atlantic Ave.</b> <b>Boston, MA 02111</b></p> <p><b>Students must have</b> <b><u>Federal Work</u></b> <b><u>Study</u> for this</b> <b>position (NOT</b> <b>Suffolk Student</b> <b>Employment)</b></p>	2	<p>BUILD Boston Program Assistant:</p> <p>BUILD Boston teaches high school students entrepreneurship skills that help lead them to college, career, and life success. Program Assistants will work in close partnership with the BUILD team to ensure success in delivering out program for high school students/ Responsibilities range from classroom direct services such as logistical support to teachers as they deliver virtual or in-person curriculum, communicating with students about program activities, mentor recruitment, admin support, and program data collection.</p>	<p>Annie Le</p> <p><a href="mailto:ale@build.org">ale@build.org</a></p> <p>(617) 237-6745</p>
<p><b>Campus Card Services</b></p>	5	<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 related to their majors or areas of interest.</p>	<p>Mikhail Ilin</p> <p><a href="mailto:mlin@suffolk.edu">mlin@suffolk.edu</a></p> <p>(617) 994-4252</p>
<p><b>Chemistry and Biochemistry Department</b></p>	5	<p>Lab Assistant:</p> <p>Position responsibilities, duties and other pertinent information</p> <p>Lab assistant assists Professors and students during lab sections.</p> <p>-Lab assistant must make sure that the laboratories are cleaned and ready to be used at all times.</p> <p>- Lab assistants must make sure that the chemical stockroom is organized and free of carts.</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</p>	<p>Tram Lai Man</p> <p><a href="mailto:tman@suffolk.edu">tman@suffolk.edu</a></p> <p>(617) 305- 1748</p>



		<p>glassware washer is a must.</p> <p>Position Qualifications and Requirements:</p> <p>Students must be currently taking General Chemistry or upper level Chemistry courses.</p> <ul style="list-style-type: none"><li>- For incoming freshmen, they must take the lab prior to be working in a General Chemistry lab section. (Example, if a student took General Chemistry on Monday then he/she will be allowed to work any General Chemistry labs after his/her Monday's lab).</li></ul>	
<b>Chemistry and Biochemistry Department</b>	5	<p>Office Assistant:</p> <ul style="list-style-type: none"><li>• Answering the front desk phone and taking messages</li><li>• Responding to room reservation requests and signing keys in and out</li><li>• Working with coordinators to plan events and make flyers</li><li>• Assisting in the review of course syllabi</li><li>• Making scans and copies for faculty members as requested</li><li>• Monitoring office supply quantities and retrieving supplies from mail room as needed</li><li>• Distributing mail to faculty and graduate student mailboxes</li></ul>	<p>Courtney Carrabino</p> <p><a href="mailto:ccarrabino@suffolk.edu">ccarrabino@suffolk.edu</a></p>
<b>Center for Career Equity, Development &amp; Success</b>	4	<p>This <b>on-campus</b> position provides direct customer service support for Suffolk University's Career Center on the 9<sup>th</sup> floor of 73 Tremont.</p> <p>In this customer service role, typical duties include acting as a first point of contact for walk-ins to the Career Center's front reception area which includes; checking-in student career advising appointments, greeting employers for on-campus interviews, scheduling appointments for students, answering phone and in-person inquiries from students,</p>	<p>Christelle Paul</p> <p><a href="mailto:careers@suffolk.edu">careers@suffolk.edu</a></p>



		parents, and faculty & staff.	
<b>Center for Diversity &amp; Inclusion</b>	4	<p>Office Assistants:</p> <p>The major function of the student office assistant is to be a resource to students, staff, faculty, and visitors who interact with the Center for Student Diversity &amp; Inclusion. Student office assistants are expected to have a strong customer service attitude, to be articulate and able to communicate well, to become familiar with the programs and services of the office, and to perform a variety of clerical and office duties</p>	<p>Bridget Robinson</p> <p><a href="mailto:brobinson@suffolk.edu">brobinson@suffolk.edu</a></p> <p>(617) 573-8613</p>
<b>Center for Learning &amp; Academic Success</b>	3	<p>Bridge Tutor:</p> <p>Bridge Tutors attend an assigned course with a significant number of INTO-Suffolk students enrolled, and are expected to take notes on pertinent vocabulary and main content ideas. Bridge Tutors are not required to have content knowledge of the course, but are embedded in the class to provide clarification about vocabulary, cultural references, and main ideas for INTO-students. Bridge Tutors will hold weekly, hour long group discussion sessions outside of class to support INTO students and reinforce class concepts using PowerPoint presentations or worksheets.</p>	<p>Rachel Mangan</p> <p><a href="mailto:rmangan@suffolk.edu">rmangan@suffolk.edu</a></p> <p>(617) 557-1551</p>
<b>Center for Restorative Justice</b>	2	<p>OFFICE ASSISTANT, CENTER FOR RESTORATIVE JUSTICE</p> <p>Position responsibilities, duties and other pertinent information:</p> <ul style="list-style-type: none"><li>● Assist the CRJ staff</li><li>● Assist in preparing materials for trainings</li><li>● Assist in logistics during trainings happening at Suffolk</li></ul>	<p>Elaine Hackney</p> <p><a href="mailto:ehackney@suffolk.edu">ehackney@suffolk.edu</a></p> <p>(617) 305-1991</p>



		<p>Position Qualifications and Requirements:</p> <ul style="list-style-type: none"><li>• Interest in restorative justice, strong reasoning, critical and strategic thinking, adept interpersonal, communication and organizational skills with a keen eye for detail.</li></ul>	
<b>Center for Urban Ecology &amp; Sustainability (CUES)</b>	3	<p>Lab Assistant:</p> <p>Lab assistant assists professors and students during lab sections. Lab assistant must make sure that the laboratories are cleaned and ready to be used at all times. 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>	<p>Melissa Muchmore <a href="mailto:mmuchmore@suffolk.edu">mmuchmore@suffolk.edu</a></p>
<b>Center for Urban Ecology &amp; Sustainability (CUES)</b>	1	<p>Office Assistant:</p> <p>Provides support to department support staff. Duties include photocopying, printing, answering phones, collating, typing, mail distribution, faculty evaluation packet preparation and various errand-doings.</p>	<p>Anita Cheung <a href="mailto:acheung@suffolk.edu">acheung@suffolk.edu</a></p>
<b>Communication &amp; Journalism Department</b>	1	<p>Office Assistant</p> <p>Support staff for reception desk in main CJN lobby. Support for department coordinator, faculty and staff. <i>Examples include:</i></p> <ul style="list-style-type: none"><li>-Customer Service (answering phones, handling walk-ins, helping students)</li><li>-Deliveries to Payroll, Mailroom, Budget office, Dean's Office</li></ul>	<p>Chloe Tolman <a href="mailto:ctolman@suffolk.edu">ctolman@suffolk.edu</a></p>





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		<ul style="list-style-type: none"><li>-Copying, filing</li><li>-Covering reception area when coordinator is not present</li><li>-Research (Students look up articles for Professors to use in class)</li><li>-Maintaining professional appearance of department common areas</li><li>-Assisting with department social media</li></ul>	
<b>Communications &amp; Journalism Department</b> <b>Media Lab</b>	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.	Matthew Dezii <a href="mailto:mdezii@suffolk.edu">mdezii@suffolk.edu</a>
<b>Communications &amp; Journalism Department</b> <b>TV Studio 73</b>	5	Production Assistant:  Assist with the day-to-day operations of TV Studio 73. They will help out with classes, outreach programs, Network LIVE shots, and student-run TV shows. They will be responsible working with cameras, lighting, audio, video switching, teleprompting, graphics, and set construction	Gerald Glendye <a href="mailto:gglendye@suffolk.edu">gglendye@suffolk.edu</a>  (617) 994-6807
<b>Economics</b>	2	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.	Erin Redmond <a href="mailto:eredmond@suffolk.edu">eredmond@suffolk.edu</a>



<b>English</b>	1	Office Assistant: 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 information.	Elizabeth Finnen <a href="mailto:efinnen@suffolk.edu">efinnen@suffolk.edu</a>
<b>Facilities &amp; Campus Planning</b>	2	<p><b>1. Campus Design &amp; Operations Work Study</b></p> <p>The Department of Facilities and Campus Planning acts as the steward of the physical campus through the management of sustainability, space planning, signage, repairs, maintenance, cleaning, and so on. This position would assist the department with a variety of projects across campus. Tasks include;</p> <ul style="list-style-type: none"><li>• Updating and designing campus signage</li><li>• Submitting community repair and maintenance requests</li><li>• Creating/updating floor plans for small projects, signage, and record keeping</li><li>• Completing walkthroughs of campus to report maintenance items</li><li>• Organize digital and physical file</li></ul> <p><b>2. Campus Sustainability Work Study</b></p> <p><b>Position responsibilities, duties and other pertinent information</b></p> <p>The Department of Facilities and Campus Planning acts as the steward of the physical campus through the management of sustainability, space planning, signage, repairs, maintenance, cleaning, and so on. This position would assist the department with running the Sustainability Program at the University. Tasks include;</p> <ul style="list-style-type: none"><li>• Planning and running sustainability programming including events, donation drives, building system efficiency/conservation initiatives, trainings, promotion of sustainable transportation, service learning opportunities, etc.</li><li>• Designing and ordering promotional</li></ul>	Ashley Lindsey <a href="mailto:alindsey@suffolk.edu">alindsey@suffolk.edu</a>



		<p>materials and give-aways</p> <ul style="list-style-type: none"><li>• Assisting with tracking sustainability metrics for the University</li><li>• Researching additional sustainable opportunities for Suffolk to adopt</li><li>• Updating and designing campus signage</li><li>• Completing walkthroughs of campus to report maintenance items impacting sustainability initiatives</li><li>• Organize digital and physical files</li></ul>	
<b>History, Language, and Global Culture Department</b>	8	<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>Madelyn Soto <a href="mailto:msoto@suffolk.edu">msoto@suffolk.edu</a></p>
<b>History, Language, and Global Culture Department Language Lab</b>	6	<p>Language Lab Assistant. The student will perform basic administrative tasks such as keeping the lab computers in good working order, most importantly helping students that use the lab.</p>	<p>Chris Dakin <a href="mailto:cdakin@suffolk.edu">cdakin@suffolk.edu</a></p>
<b>Human Resources</b>	1	<p>Office Assistant:</p> <p>Reporting to the Director of Talent Acquisition and Employee Engagement and working closely with the Coordinator the Human Resources Student Assistant provides administrative and technical support in the recruiting, hiring and onboarding process. The Human Resources Student Assistant is will assist the Coordinator with the day-to-day HR-related functions.</p>	<p>Lisa Vigliotta <a href="mailto:lvigliotta@suffolk.edu">lvigliotta@suffolk.edu</a></p>



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<b>Information Technology Services Technology Support Center</b>	15	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) 305-1708
<b>Information Technology Services</b>	<b>Position begins in spring 2022</b>	<p>Workday Organizational Change Assistant (STEP):</p> <p>Organizational Change Assistant responsibilities include, but are not limited to, providing input in its design, architecture, and testing, as well as the design and delivery of user training, dependent upon the project stage in progress each semester. This position involves both in-person and remote work.</p> <p>Workday will meet the long-term critical business requirements of Suffolk University by maximizing the efficiency of financial and student operations, enhancing our ability to make data informed decisions, and doing so with one integrated system that replaces Colleague and dozens of other legacy software systems. STEP employees will participate in the full lifecycle implementation of Workday Student including the change management process.</p>	Dahlia Alexander-Bryan <a href="mailto:dbryan@suffolk.edu">dbryan@suffolk.edu</a> (617) 305-1708



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<p><b>Information Technology Services</b></p> <p><b>Law Technology Support Center</b></p>	<p>5</p>	<p>The Law Academic Computer Lab Assistant will act in the initial contact for people who visit the Technology Service Center. Primary responsibilities 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 <a href="mailto:Jgonzalez@suffolk.edu">Jgonzalez@suffolk.edu</a> (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>Amy Fisher <a href="mailto:afisher@suffolk.edu">afisher@suffolk.edu</a></p>



<p><b>Center for International Programs &amp; Services</b></p>	<p>1</p>	<p><b>Study Abroad Assistant-</b></p> <ul style="list-style-type: none"><li>• Promote and participate in Study Abroad programming and events</li><li>• Work with the International Student Services Assistant and graduate fellow(s) as needed.</li><li>• Update social media accounts</li><li>• Assist with special events and projects for Study Abroad</li><li>• Serve as study abroad ambassador at Center for International Programs (CIPS), Division of Student Success (DSS), and university-wide events</li><li>• Assist in the creation of Study Abroad promotional materials, including website</li><li>• General administrative tasks related to CIPS</li><li>• Serve as a liaison to the Global Program Ambassadors (peer mentors), assisting with programming and communication as required</li></ul>	<p>Caela Provost <a href="mailto:cprovost@suffolk.edu">cprovost@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</b></p>	<p>22</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>Molly McCafferty <a href="mailto:Molly.McCafferty@jstart.org">Molly.McCafferty@jstart.org</a></p>



<p><b>this option.</b></p>			
<p><b>Jumpstart:</b> <i>Program Assistant</i></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>2</p>	<p>Social Media PA</p> <ul style="list-style-type: none"> <li>• Provide recruitment support</li> <li>• Host weekly office hours to support CM learning &amp; foster community</li> <li>• Create graphics/visuals for recruitment</li> <li>• Create videos to assist site staff with recruitment</li> <li>• Host Jumpstart info sessions</li> <li>• Write &amp; Send weekly email blast</li> <li>• Coordinate cross-departmental outreach to strengthen Jumpstart presence on campus</li> <li>• Manage Jumpstart’s social media accounts, including increasing content frequency</li> <li>• Develop and manage Corps wide socials and community/culture building activities</li> </ul> <p>Office Coordinator PA</p> <ul style="list-style-type: none"> <li>• Provide recruitment support</li> <li>• Host weekly office hours to support CM learning &amp; foster community</li> <li>• Assist site staff in child data management</li> <li>• Assist site staff in managing materials inventory and supply ordering</li> <li>• Outline material lists for various activities</li> <li>• Prepare classroom bins with the following unit’s materials</li> <li>• Book rooms for meetings &amp; trainings</li> </ul>	<p>Molly McCafferty</p> <p><a href="mailto:Molly.McCafferty@jstart.org">Molly.McCafferty@jstart.org</a></p>
<p><b>Law School-Academic Services</b></p>	<p>1</p>	<p>Office Assistant:</p> <p>Responsibilities include scanning and linking to Image Now and quality control, student mailings, examination preparation for midterms and finals, photo copying, and assisting with counter and phone.</p>	<p>Lorraine Cove</p> <p><a href="mailto:lcove@suffolk.edu">lcove@suffolk.edu</a></p> <p>(617) 305-1636</p>



<p><b>Marketing and Communication</b></p>	<p>3</p>	<p><b>Web Content Assistant:</b></p> <p>The Student Web CMS Specialist performs web updates, changes, addition of new content, etc. at the direction of OMC’s Web Team, part of the Office of Marketing and Communications, which creates and manages the Suffolk University website, including content authorship, design, usability, navigation, and page creation. This position provides valuable skills that could lead to full-time employment (Sitecore skills are highly-marketable).</p>	<p>Mike McNulty <a href="mailto:mmcnulty@suffolk.edu">mmcnulty@suffolk.edu</a> (617) 216-6453</p>
<p><b>Marketing and Communication</b></p>	<p>3</p>	<p><b><u>Media Production Assistant</u></b> Position responsibilities, duties and other pertinent information</p> <ul style="list-style-type: none"> <li>• Perform duties related to UMS media production projects including <ul style="list-style-type: none"> <li>○ Video and audio editing</li> <li>○ Videography</li> <li>○ Assist with studio and on-location productions</li> <li>○ B-Roll filming and media asset management</li> <li>○ Footage logging</li> </ul> </li> <li>• Perform other duties as assigned by UMS staff</li> </ul>	<p>Chris Dwyer <a href="mailto:cjdwyer@suffolk.edu">cjdwyer@suffolk.edu</a> (617) 305-1600</p>
<p><b>Marketing and Communication</b></p>	<p>1</p>	<p><b><u>Photography Assistant:</u></b> Work on all aspects of the photography operations at Suffolk, duties will include photoshoot work, lighting, and computer work all related to creative assignments and events.</p>	<p>Michael Clarke <a href="mailto:michaeljclarke@suffolk.edu">michaeljclarke@suffolk.edu</a></p>
<p><b>Marketing and Communication</b></p>	<p>1</p>	<p><b>Social Media Assistant: Responsibilities include</b></p> <ul style="list-style-type: none"> <li>• Content creation – both written and visual – for various multimedia channels both independently and in collaboration with other offices around the University</li> <li>• Develop relationships with various offices and organizations around campus to help in social media content creation</li> <li>• Research new social media vehicles</li> </ul>	<p>Alex Martin <a href="mailto:Amartin6@suffolk.edu">Amartin6@suffolk.edu</a> (617) 305-1977</p>





		<ul style="list-style-type: none"><li>• Compile and analyze social media metrics for reporting</li><li>• Assist with social media planning, outreach, and organic content campaigns</li></ul>	
<b>Marketing and Communication: SBS</b>	1	<p>SBS Marketing &amp; Communication Assistant:</p> <p>The MCA will assist and report to the Sawyer Business School Marketing and Communications Director in advancing the brand narrative of the school. S/he will help create and maintain media lists using an easy-to-use software tool called Cision. They will assist in updating and maintaining a rankings database in Excel, including providing key calendar dates for participation, identifying contacts at rankings outlets, and tracking down other critical information to help drive the SBS rankings strategy. They will help create collateral for digital and print using a software tool called Lucidpress. They will create communications presentations in PowerPoint. They will help secure key event dates relevant to our various degree programs, such as high-profile conferences, and create a calendar database to help drive our communications strategy. They will also assist in identifying website improvements and enhancements and feedback on our social media programming.</p>	<p>Matthew Parillo</p> <p><a href="mailto:mparillo@suffolk.edu">mparillo@suffolk.edu</a></p>
<b>Math Department</b>	1	<p>Office Assistant:</p> <p>The Math/Computer Science Department Office Assistant will help the administrative coordinators, administrative 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, and other daily responsibilities and projects. Students must understand the confidentiality involved in this</p>	<p>Lauren Burch</p> <p><a href="mailto:lburch@suffolk.edu">lburch@suffolk.edu</a></p>



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		role and be sensitive to student and faculty information.	
<b>Off-Site Federal Work Study</b>  <b>Salesian Boys &amp; Girls Club</b>  <b>150 Byron St. East Boston, MA 02128</b>  <b>Students must have Federal Work Study for this position (NOT Suffolk Student Employment)</b>	6	<b>Program Aide:</b>  The Program Aide/Youth Development Professional supervises members, and evaluates activities with a specific area such as Academic Success, Healthy Lifestyles, Good Character, and Citizenship. <b>Responsibilities include:</b> -Promote and stimulate program participation, especially for teens. -Register new members and participate in Club orientation. Provide guidance and role modeling to members.	Adam Fetherston <a href="mailto:afetherston@salesianclub.com">afetherston@salesianclub.com</a>  (617) 567-6626
<b>Orientation &amp; New Student Programs</b>	10	<b>Office Assistant:</b> <ul style="list-style-type: none"> <li>• Assume responsibility as a face of the University, the ONSP department, and as a frequent first point of contact; welcome new or inquiring students and families with enthusiasm and offer assistance willingly.</li> <li>• Help to facilitate positive, lasting relationships between new students, student families, faculty, and staff to connect and uphold a thriving campus community.</li> <li>• Help to develop and promote activities made available to the community. These activities are designed to inform and educate the campus community about social, academic, and personal events geared toward academic and personal success at Suffolk University. Workers are expected to stay up-to-date on the different resources made available to students and families, act as a reliable source of information and seamless liaison in regards to different campus resources and activities.</li> </ul>	Zoya Quraishi <a href="mailto:orientation@suffolk.edu">orientation@suffolk.edu</a>  (671) 573-8321



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<b>Performing Arts Department</b>	5	Office Assistant:  Duties include answering phones, filing, posting office flyers and posters around campus, and functions as main customer service contact for faculty and staff.	Antoine Gagnon <a href="mailto:agagnon@suffolk.edu">agagnon@suffolk.edu</a>  (617) 305-6307
<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 Department</b>	1	Office Assistant  Provides support to department support staff. 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 Department</b>	4	AR/VR Lab Assistant:  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.	Melissa Muchmore <a href="mailto:mmuchmore@suffolk.edu">mmuchmore@suffolk.edu</a>
<b>Physics Department</b>	2	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>



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<b>Political Science &amp; Legal Studies Department</b>	4	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.	Elise St. Esprit <a href="mailto:estesprit@suffolk.edu">estesprit@suffolk.edu</a>
<b>Ram Print Shop</b>	2	Ram Print Shop Assistant:  Responsible for making deliveries of print jobs around campus, and assisting the Print Shop manager as needed.	John Kineavy <a href="mailto:jkineavy@suffolk.edu">jkineavy@suffolk.edu</a>
<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>	Matthew McGrath <a href="mailto:mmcgrath6@suffolk.edu">mmcgrath6@suffolk.edu</a>  (617) 305-1965



<p><b>SBS Undergraduate Programs</b></p>	<p>8</p>	<p>Sawyer Business School Academic Department Support Department Liaisons provide front desk support in one of the six SBS academic departments. Liaisons respond to requests from Suffolk University faculty members for clerical support and aid in directing students to appropriate campus resources. The liaisons will report to the Sawyer Business School Undergraduate Program Coordinators and the Chair/Director for the academic department.</p> <p><b>Principal Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provide front desk support including answering greeting walk-ins, and responding to questions from faculty and students.</li> <li>• Provide appropriate clerical support to faculty including copy requests, sorting mail, and following supply order procedures.</li> <li>• Maintain the physical space in a clean and professional manner.</li> <li>• Become aware of various campus resources and be able to provide referrals to students and faculty as necessary.</li> <li>• Assist faculty on special projects.</li> <li>• Perform other duties as assigned appropriate to scope and success of the position.</li> </ul>	<p><b>Accounting:</b> Shannon Conley (<a href="mailto:smconley@suffolk.edu">smconley@suffolk.edu</a>)</p> <p><b>ISOM:</b> Yonnie Chin (<a href="mailto:ychin@suffolk.edu">ychin@suffolk.edu</a>)</p> <p><b>Finance:</b> Steve Caruso(<a href="mailto:scaruso@suffolk.edu">scaruso@suffolk.edu</a>)</p> <p><b>Management:</b> Liz McGovern (<a href="mailto:eamcgovern@suffolk.edu">eamcgovern@suffolk.edu</a>)</p> <p><b>Marketing:</b> Liz McGovern (<a href="mailto:eamcgovern@suffolk.edu">eamcgovern@suffolk.edu</a>)</p>
<p><b>Student Leadership &amp; Involvement</b></p>	<p>20</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> <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>Kat Hetherton <a href="mailto:SLI@suffolk.edu">SLI@suffolk.edu</a> (617) 573-8320</p>



<b>Division of Student Success</b>	2	<p>Central Reception Assistant :</p> <p>Provide direct customer service support for the four offices within the Division of Student Success:</p> <ul style="list-style-type: none"><li>• Center for Learning &amp; Academic Success (CLAS)</li><li>• Center for International Programs &amp; Services (CIPS)</li><li>• Office of Disability Services (ODS)</li><li>• Undergraduate Academic Advising Center (UAAC)</li></ul> <p>In this customer service role, typical duties include acting as a first point of contact for walk-ins to the 9th floor; scheduling appointments for students; answering phone and in-person inquiries from students, parents, and faculty &amp; staff.</p>	<p>Emily Piket</p> <p><a href="mailto:studentsuccess@suffolk.edu">studentsuccess@suffolk.edu</a></p> <p>(617) 573-8034</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, knowledge about the University</p>	<p>Desara Zeneli</p> <p><a href="mailto:dzeneli@suffolk.edu">dzeneli@suffolk.edu</a></p> <p>(617) 573-8299</p>



<p><b>Theatre Department</b></p>	<p>3</p>	<p>Office Assistant:</p> <p>Office Work Studies help with general office support, special projects as they arise, research &amp; space maintenance (opening, closing, stocking, etc.)</p> <ul style="list-style-type: none"><li>• Data entry (constant contact, excel, word)</li><li>• Updating of boards (StageSource and internships)</li><li>• Research (songs, plays, production related)</li><li>• Office Support (answering phones, filing, copying, deliveries)</li><li>• Some Marketing (hanging posters in cases, around campus and local community)</li><li>• Classroom support (locking/unlocking spaces, a/v setup, pianos, etc)</li><li>• Long term projects</li><li>• Theatre Department Library, Song Library, Libretto Library and Script Library maintenance and lending oversight</li></ul>	<p>Michael Hadley</p> <p><a href="mailto:mhadley@suffolk.edu">mhadley@suffolk.edu</a></p>
<p><b>Theatre Department</b></p>	<p>2</p>	<p>Theatre Usher:</p> <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>Erica Brown</p> <p><a href="mailto:ebrown18@suffolk.edu">ebrown18@suffolk.edu</a></p>



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<p><b>Theatre Department</b></p>	<p>2</p>	<p>Theatre Tech Assistant:</p> <ul style="list-style-type: none"> <li>• Assist the Technical Director, Manager of Production and the Operations Coordinator for the Modern Theater with the setup, break-down and operation of university events, including: lectures, recitals, film screenings, panel discussions, theatrical productions, etc.</li> <li>• Assist in the maintenance and upkeep of all technical equipment for the Modern Theater and Sullivan Studio Theater, including: lighting, sound and A/V equipment, stage rigging and platforms, scenic elements, props and costumes.</li> </ul>	<p>Shannon McIntosh  <a href="mailto:smcintosh@suffolk.edu">smcintosh@suffolk.edu</a></p>
<p><b>Undergraduate Admissions</b></p>	<p>2</p>	<p>Admission Office Assistant:</p> <p>The Office of Undergraduate Admission is seeking passionate and dynamic work study students to join our team! Reporting to our Senior Administrative Associate, these students work as part of an admissions team responsible for the recruitment and admission of undergraduate students. They play an integral role in assisting with office operations and projects that help with enrolling our newest Suffolk Rams. Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Assist with processing daily office mail, sending postal mailings to prospective students and families, and various errands around campus.</li> <li>• Provide exemplary customer service to office guests by answering questions and directing them to the proper individual(s) within admission or in other departments.</li> <li>• May be called upon to help answer phones and cover the reception desk to assist prospective students, families, and other audiences with admission questions.</li> <li>• Assist with data entry projects using our customer relationship management (CRM) system.</li> </ul>	<p>Julissa Peguero  <a href="mailto:jpeguero@suffolk.edu">jpeguero@suffolk.edu</a></p>





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		<ul style="list-style-type: none"> <li>Other administrative duties or special projects as assigned.</li> </ul>	
<p><b>Undergraduate Admission-Welcome Center</b></p>	<p>1</p>	<p>Welcome Center Assistant:</p> <p>Assist the Assistant Director of Enrollment Visitor Services and the Welcome Center professional team with data entry, answering telephones, greeting &amp; checking in prospective students and their families. Other responsibilities include stocking materials, making copies and working on assigned projects for campus visits. In addition, the work-study student will assist with the preparation for various large campus events such as Open House, Showcase, and high school vacation weeks.</p>	<p>Stephanie Morin  <a href="mailto:sdmorin@suffolk.edu">sdmorin@suffolk.edu</a>          (617) 973-1122</p>