



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

Updated 2/16/2021

Please note due to the payroll system transition to Workday Financials, there will be a TWO WEEK hiring freeze in Student Employment positions. New hires will resume beginning March 1, 2021. If you are hired in a student employment position, please note you may not start working until March 1st, at earliest.

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.

Spring Jobs begin January 25, 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
Campus Card Services	4	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. Starting rate \$13.60 hour	Hannah Sweet Hsweet@suffolk.edu



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		Position requires on campus work	
Information Technology Services Technology Support Center	2	<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 \$14.50/hour</p> <p>Position requires on campus work</p>	Dahlia Alexander-Bryan dbryan@suffolk.edu (617) 573-8524
Information Technology Services Technology Support Center	2	<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 \$13.60/hour</p> <p>Position requires on campus work</p>	Dahlia Alexander-Bryan dbryan@suffolk.edu (617) 573-8524



<p>Information Technology Services</p> <p>Law Technology Support Center</p>	<p>4</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 \$13.60/hour</p> <p>Position requires on campus work</p>	<p>Jose Gonzalez</p> <p>Jgonzalez@suffolk.edu</p> <p>(617) 573-8566</p>
<p>Jumpstart</p> <p>In order to receive an hourly wage for this position, students must have Federal Work Study (NOT Suffolk Student Employment)</p> <p>Students who wish to VOLUNTEER for Jumpstart should contact Molly McCafferty for more details on this option.</p>	<p>20</p>	<p>Jumpstart Corps Member</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>Jumpstart Program Assistant</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 \$14.00/hour</p> <p>This position involves both in-person and remote work</p>	<p>Molly McCafferty</p> <p>Molly.McCafferty@jstart.org</p>



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Mail Services Stahl Building	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 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>Starting Rate \$13.50/hour</p> <p>Position requires on campus work</p>	<p>Joshua Magararu jmagararu@suffolk.edu (617) 994-6475</p>
Marketing Department	3	<p>Social Media Assistant</p> <p>Maintain and develop alumni relationships by maintaining the LinkedIn page. Assistants will also maintain the Marketing Advisory Council (MAC) by checking the status and posting updates.</p> <p>Starting Rate \$13.60/hour</p>	<p>Jack Grosser Jgrosser@suffolk.edu</p>
Psychology Department	1	<p>Psychology Assistant: Office assistance with data entry, Microsoft Office projects, and customer service (answering phones, handling walk-ins, etc.)</p> <p>Starting Rate \$13.60/hour</p>	<p>Fariana Rosario frosario@suffolk.edu</p>



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Residence Life and Housing	15	<p>Office Assistant:</p> <ul style="list-style-type: none">• Assist the Residence Director or Central Office Staff with day to day office operations• Monitor and respond to student communication via email, phone and zoom appointments• Assist students who are locked out when necessary• Respond to walk-in requests (while minimal, can't eliminate 100%)• Understand important campus resources and how to refer students to proper offices• Sort and deliver packages to residential students. <p>Starting Rate \$13.60/hour</p> This position requires on-campus work.	<p>Matthew McGrath mmcgrath6@suffolk.edu</p>
Sawyer Library-Circulation	2	<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>Jennifer Blakely jlblakely@suffolk.edu Phone: 617-573-8537</p>



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		<p>Requirements: Punctuality, communication and customer service skills, attention to detail, previous library or retail experience preferred, but not required.</p> <p>Starting Rate \$13.60/hour</p> <p>Position requires on campus work</p>	
Student Leadership & Involvement	5	<p><u>Office Assistants:</u></p> <ul style="list-style-type: none">• Answer main office phone• Process paperwork including time stamping forms when received• Review paperwork for completeness (proper signatures, dates, etc)• Data processing• Maintain daily log of problems, questions, suggestions including shift changes and end of the day• Work as a responsible member of a team and remain flexible with regards to working hours and conditions• Rent out equipment• Cross-trained on room reservation system• Other duties as assigned <p>Starting Rate \$13.50/hour</p> <p>Position requires on campus work</p>	<p>Katherine Hetherton</p> <p>khetherton@suffolk.edu</p>
Student Success-Central Reception	6	<p>This position provides direct customer service support for 4 offices (International Programs & Services, Undergraduate Academic Advising, Disability Services & Center for Learning & Academic Success). In this customer service role we answer inquiries from students, parents, faculty & staff by phone, in-person or email and other admin duties as assigned. We book student appointments for tutoring, advising & international programs & services.</p>	<p>David Demosthenes</p> <p>ddemosthenes@suffolk.edu</p>



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