



JOB APPLICATION

SUMMER OFFICE ASSISTANT

General Description

Summer Office Assistants play an integral role in the success of the Campus Card Services office by supporting a variety of operational projects. This position is actively involved in the Suffolk community by serving as information contacts between faculty, staff, families and departments. Summer Office Assistants are a valued resource for new students, parents and guardians during campus-wide events such as orientation and open houses. This position is open to both active undergraduate and graduate students at Suffolk University.

Qualifications

- Currently enrolled as a full-time student at Suffolk University.
- Must be a member of the Suffolk community in good standing and not be on disciplinary or academic probation.
- Ability to communicate clearly and effectively in both verbal and written communication, especially with students, parents, faculty and staff.
- Strong customer service skills and ability to solve problems.
- Demonstrates a positive attitude and willingness to learn.

Responsibilities

- Participate in campus-wide activities such as orientation, open houses and new student events.
- Assist with ID production for incoming students.
- Create and design marketing materials such as social media posts, email newsletters and infographics.
- Plan and organize campaign initiatives for Grubhub partnership.
- Recruit and promote off-campus merchants.
- All other duties as assigned.

PERSONAL INFORMATION

Date: _____

Name: _____
Last First MI

Preferred name (if different): _____ Pronouns: _____

Suffolk Email: _____ Student ID #: _____

EDUCATIONAL INFORMATION

Present Class Standing: First Year Student Sophomore Junior Senior

Major(s): _____ Minor(s): _____



Cumulative GPA: _____ Previous colleges attended (if any): _____

List all your campus involvement that will contribute to your candidacy.

Suffolk clubs, activities, organizations, offices, awards, honors, etc.

Year(s)

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

I declare that all information I have provided in this application is correct. I understand that in order to be considered for this position, I am required to participate in all staff selection and training processes.

Signature of Applicant

Date

Please email a copy of your completed application to ramcard@suffolk.edu along with your resume and work availability.

Remuneration

Summer Office Assistants are required to work at least 10 hours per week at the Campus Card Services Office in the Ridgeway Building. Summer Office Assistant funding is subject to approval by the Office of Financial Aid. ***This position does not require Federal Work Study or Student Employment Award. Applicants are not required to be actively enrolled in classes during the summer to be eligible for this position, however only active students are eligible to apply.***

Employment Disclaimer

Suffolk is an Affirmative Action/Equal Opportunity Employer. ***All applicants must submit a resume and work availability.*** Please contact Career Services with any questions or if you need any assistance with your resume and cover letter. Contact Career Services via phone at 617-573-8480 or via email at careers@suffolk.edu. Please email ramcard@suffolk.edu with any questions.

Suffolk University is committed to providing an environments that advances equal opportunity and is free from discrimination and harassment on the basis of race, color, national or ethnic origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, genetic information, military or veteran status or any other characteristic protected under applicable federal or state law. This commitment applies to the University's administration of, operation of and access to its academic and non-academic programs, policies and services as well as to its employment policies and practices. (Full policy is detailed on the Human Resources section of the Suffolk University website.)