



ANNA MARIA
COLLEGE

Anna Maria College On-Campus Non-FWS

50 Sunset Ln.

Paxton, MA 01612

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| Department/Location: | Financial Aid; Foundress Hall |
| Supervisor: | Nicole Lenares |
| Supervisor Preferred Contact Information: | nlenares@annamaria.edu |
| Position Title/Classification: | Office Assistant |
| Positions Available: | 1 |
| Hourly Wage: | \$15 |
| Job Description: | The Office Assistant will assist professional staff members in answering student phone calls and emails. They will also be responsible for documentation collection and processing and any other special projects as assigned. |
| Duties Performed: | <ul style="list-style-type: none">• Phone Calls• Emails• Document collection• Filing• Special projects as assigned |
| Specific Qualifications: | None |
| Hours/Week: | 5 |
| Special Application Instructions: | Interview required |

Dates of Employment (check one):

Full Academic Year

Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: