



Work-Study Job Description Form

Job Title (not abbreviated):	Office Assistant - Chinese Speaking
Department:	Student Services
Reports To:	Phoenix Feng, Carmen Pineda
Supervision:	Phoenix Feng, Carmen Pineda
Date Created/Revised:	9/13/2016
Incumbent:	

General Description:

This position will provide assistance to the Instructional Coordinator and Chinese speaking students.

Student Services Office, 178 Tremont Street, 7th Floor, Boston, MA.

Specific Duties:

- Greet Chinese speaking students
- Assist students with admissions application, collection of documents required for enrollment
- Assisting with telephone calls
- Photocopying and printing materials needed for any of the Chinese courses
- Filing
- Other duties as needed

Requirements:

- Excellent customer services, Bilingual (English-Chinese), Computer literacy (use of Word), Knowledge of Internet research, Second year student

Education / Training:

- High School Diploma