



Student Worker Work-Study Position

The student worker will provide direct support and assistance to the Program Assistant, Director of Programs and Communications, and the Executive Director of the Colleges of the Fenway. The student worker will also provide program support for all Colleges of the Fenway staff members as needed.

Salary: \$9.00/hour

Responsibilities:

Assist with various office projects and day-to-day operations

- Creating and distributing weekly *Around the COF* events poster (*seasonal- fall and spring semesters only*)
- Organizing electronic and paper filing
- Updating contact lists
- Couriering materials to colleges on a daily/weekly basis
- Updating content on company website
- Editing publications and office notes
- Organizing/ordering office supplies
- Preparing materials for events
- Attending events as needed
- Online research to support programs and events
- Assisting the Program Assistant with other tasks as requested

The ideal candidate:

- Available 12-20 hours a week and occasional weekend availability. Hours are negotiable.
- Excellent organizational skills
- Excellent writing, communication, and interpersonal skills
- Outgoing and personable
- Professional phone manner
- Proficient in Microsoft Word, Excel, and social media
- Familiarity with InDesign and WordPress preferred or a willingness to learn

Please submit a letter of interest and a resume to: Tasha Baclawski, Director of Programs and Communications at TBaclawski@colleges-fenway.org