Student Affairs Business Service Center (SABSC) Job Posting

Department: SABSC
Contact: Steven Principi
Phone: (617) 552-1586
E-Mail: club.budget@bc.edu
Position: Web Specialist/Administrative Assistant
Pay: $12.75
Hours: Monday – Friday: 4-6 hours a week (between 9am – 5pm)

Description: Assist the Procurement, Fiscal and Web Assistant with the updating of current videos on the SABSC website as well as the creation of new training videos. The Web Specialist will also provide general administrative/office support that include greeting and responding to SABSC customer inquiries and answering/directing phone calls.

Candidates should be proficient in Microsoft Office, have a basic knowledge of web editing, video making skills and a willingness to learn.

Please contact Steven Principi at the email address above for more information.