



BOSTON UNIVERSITY IN MADRID

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Description of Work Study Responsibilities and Tasks

We value that the BU Madrid Work Studies have past work experience in other offices, as well as at BU. We also look to see that work study candidates are proactive and have experience with Microsoft Office.

Responsibilities

- Sign the FERPA and Student Employment Confidentiality Policy so that BU can approve the student's Work Study.
- Work, under our supervision, in our offices, either Room 410 or 402 in the International Institute.
- Perform assigned tasks and finish them on time.
- Record all hours worked in Student Link (BU's system) prior to Friday, preferably on Thursday afternoon, on a weekly basis.
- Give at least one day's notice if unable to report to work at a specific time or on a specific day.
- The maximum number of weekly hours permitted to work by BU are 10 hours, however, depending on the office's needs, it could be less.

Tasks

The work study's job in Madrid is mainly to carry out administrative tasks. The main tasks, which are listed below, however not limited to:

- Assisting the staff and instructors with translation/editing tasks.
- Revising, on a weekly or bi-weekly basis, the housing receipt box and organizing (and stapling them to recycled paper) in order to file them away.
- Organizing the charged and returned audio guides that are in need of charging.
- Scanning different documents, as instructed by BU Madrid Staff or Faculty.
- Shredding, always under our supervision, different documents, as instructed by BU Madrid Staff.
- Performing other administrative tasks that come up during the semester: go to the post office, buy office materials, run an errand, go to the mobile recycling center to recycle batteries, plugs, and other items, etc.
- Assisting students with office tasks (photocopying, cultural reimbursements, etc.).
- Preparing the information to obtain the transportation card for the next group of students, collecting photos, passport copies, and completing applications, as instructed by BU Madrid Staff.

If interested in applying, please send your resume as well as a letter explaining why you would make the best work study candidate to Pilar Sánchez at pshernam@bu.edu. Be sure to include your full name and Work Study Position in the subject line.

****WE LOVE PROACTIVE STUDENTS. NO SPANISH LEVEL REQUIRED!!**