WORK STUDY AND STUDENT EMPLOYMENT JOB DESCRIPTION

JOB TITLE: Optical Dispensary / Optician Assistant

HOURLY PAY RATE: This position pays $16 per hour

DESCRIPTION OF JOB DUTIES/SKILLS:

● Adjust and fit eyewear
● Take eyewear orders and measurements needed and edge lenses
● Assist patients in choosing eyewear
● Assist Patient Intake Manager and Practice Director with administrative and related patient service activities.
● Perform other duties as assigned by supervisor

QUALIFICATIONS AND/OR SKILLS REQUIRED:
Student will be trained for skills required for the position
Student should be reliable
Students will work at both Commonwealth and Roslindale

DEPARTMENT: NECO Center for Eye Care

NUMBER OF STUDENTS NEEDED: varies

TERMS EMPLOYMENT IS NEEDED: On-going

DAYS AND HOURS: TBD

COMMENTS: If you are interested in this position, e-mail Gretchen Mita at mitag@neco.edu

SUPERVISOR: Gretchen Mita
BUDGET HEAD: Gary Chu
ACCOUNT NUMBER 2201

NOTE: FWS ELIGIBLE STUDENTS HAVE PRIORITY FOR ALL POSITIONS