**Federal Work Study Job Listing**

**Job Title:** Student Support Specialist

**Department/Agency:** BHCC Student Central

**# of positions available:** 4

☐ On Campus ☐ Off Campus

**Job Purpose:**

Student Central, your one-stop center for Financial Aid, Payment, and Academic Records, is looking for highly engaging students who are interested in a job opportunity under the Federal Work-Study Program. This position will provide BHCC students with a high level of student service while helping them navigate complex systems within enrollment, payment, and financial aid processes.

**Job Responsibilities:**

Assist students with the following: Completion of the Free Application For Federal Student Aid (FAFSA) • Navigation of other processes on the Federal Student Aid website • Navigation of BHCC’s Self-Service menu and all of its features • Ordering of official transcripts, student MBTA passes, student parking permits, and tax documents • Submission of the BHCC Student Health Insurance Waiver • Establishment of refund preference (for student accounts) through BankMobile Vibe • Provide general information to students while working at the front desk

**Job Qualifications** (training, experience, technology, skills, etc):

Currently enrolled in 6 or more credits • Eligible for Federal Work-Study funding • Making Satisfactory Academic Progress (SAP) • Planning to enroll in 6 or more credits during the spring 2022 semester • 2021-2022 FAFSA submitted with BHCC listed in school selection • Must be comfortable wearing a mask at all times while on campus.

**Skill Development Areas:** *(Check all that apply)* ☒ Listening ☒ Customer Service ☐ Time Management ☒ Multitasking ☒ Communication ☒ Intercultural Proficiency ☐ Student Learning ☐ Organization ☐ Other: ________________

**Approximate Start Date:** As soon as possible/flexible

**Duration (check one):** ☐ Academic Year ☒ Fall Semester ☒ Spring Semester ☐ Summer Semester

**Approximate Hours Per Week (Maximum 18.5):** flexible, up to 18.5 hour per week

**Contact Information**

Supervisor’s Name: Michael Costello

Supervisor’s Email: mpcostel@bhcc.edu Please include a copy of your resume with your email.