Federal Work Study On Campus Job Listing

Job Title: Inventory Assistant & Mailroom Help

Department: Central Services

# of positions available: 4

Job Purpose (summary of position, how it supports the department):

Assist with physical verification of inventory assets on College campuses. Student will go with staff person to all campuses, various classrooms and office locations for verification.

Job Responsibilities (major duties and responsibilities):

- Physically locate and verify that equipment assets are in possession, and in use
- Locate inventory tags on assets and provide information to assigned staff person
- Write and verify detailed information on inventory tracking sheets
- Support Mailroom Staff

MASKS REQUIRED ON-CAMPUS: required to wear a mask indoors on campuses at all times.

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

- Good communication
- Attention to detail
- Follow through on work
- Comfortable working around on campuses, going into locations, wearing mask indoors on campuses at all times
- Flexibility on assignments (ie. may need to go back to location at another time, or on another day)
- Must be enrolled in at least 6 credits for Fall 2021 semester
- Must be in good standing and eligible for the federal work study program.

Skill Development Areas: (Check all that apply) X Listening □ Customer Service □ Time Management X Multitasking X Communication □ Intercultural Proficiency □ Student Learning X Organization □ Other: Flexibility

Approximate Start Date: Immediate

Duration (check one): □ Academic Year X Fall Semester □ Spring Semester □ Summer Semester

Approximate Hours Per Week: TBD

Contact Information

Supervisor’s Name: Tony Cobuccio (Supervisor), Paul Freeman (staff person)

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