**Federal Work Study On Campus Job Listing**

**Job Title:** Inventory Assistant & Mailroom Help

**Department:** Central Services

**# of positions available:** 4

**Job Purpose**

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:**

- 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 Spring 2022 semester
- Must be in good standing and eligible for the federal work study program.

**Skill Development Areas:**

- Listening  
- Customer Service  
- Time Management  
- Multitasking  
- Communication  
- Intercultural Proficiency  
- Student Learning  
- Organization  
- Other: Flexibility

**Approximate Start Date:** Immediate

**Duration (check one):**

- Academic Year
- 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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