**Federal Work Study on Campus Job Listing**

**Job Title:** Admissions Office Support

**Department:** Admissions

**Job Purpose:**

The Admissions Office is seeking a work-study student to help support the department with day-to-day workflow and office support

**Job Responsibilities**

- Provide quality customer service to prospective students, new students and applicants as well as all families, guardians, guests or faculty and staff
- Communicate with prospective, new and current students via email, phone, live chat and in person
- Assist with answering admission telephones
- Assist with scanning and linking documents, filing or other general office duties
- Assist with data entry and processing, outreach to students and follow-up of prospective and new students as needed
- Assist with special projects and other duties as assigned or needed

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

- Familiarity with Bunker Hill Community College
- Knowledge of Microsoft Office, including outlook
- English proficiency and ability to answer phone calls
- Must be enrolled for Spring 2022 semester in at least 6 credits.
- Must be eligible for the federal work study program.

**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

**Duration (check one):**

- X Academic Year
- Fall 2021 Semester
- Spring 2022 Semester
- Summer 2022 Semester

**Approximate Hours Per Week:** 18.5 hours or less

**Contact Information**

Supervisor’s Name: Jeremy Patti

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