Federal Work Study Job Listing

Job Title: Front Desk TASC Office Assistant

Department/Agency: Tutoring and Academic Support Center

# of positions available: 4

☒ On Campus ☒ Off Campus

Job Purpose (write one or two sentences summarizing the position and how it supports the department/agency.):

Tutoring and Academic Support center office assistants contribute to the day-to-day operation of the TASC. Office Assistants ensure quality customer service while maintaining the TASC tutoring schedule by placing students with tutors.

Job Responsibilities (List major duties and responsibilities):

• Clear communication skills using patience and politeness.
• Ability to operate a computer having some knowledge of Microsoft Word, Excel and Google Docs.
• Light electronic and physical filing.
• Answering the TASC phone line and its live chat feature on the TASC webpage.
• General administrative tasks and other duties as assigned.

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

• Must be a current BHCC student in good academic standing.
• Must be enrolled in at least 6 credits for Spring 2022 semester.
• Must be eligible for federal work-study through financial aid.
• Must be detail-oriented and be familiar with using computers.

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

Approximate Start Date: 1/31/2022

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

Approximate Hours Per Week (Maximum 18.5): 8 Hours up to 18.5 hours

Contact Information

Supervisor’s Name: William Pendergast

Supervisor’s Email: Wpenderg@bhcc.edu

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Post this position? ☒ Yes ☐ No