Federal Work Study On Campus Job Listing

Job Title: Assets Management Specialist

Department: Business Office

# of positions available: 1-2

☒ On campus  ☐ Off Campus

MASKS REQUIRED ON-CAMPUS: required to follow the college’s COVID prevention and protection policy.

Job Purpose:

Assist with data verification and updating data from asset inventory database. Work to be done remotely most of the time, and includes ongoing communication with Business Department staff via phone calls, emails, and WebEx.

Job Responsibilities:

- View and reconcile assets from assets inventory database
- Good Knowledge in Excel.
- Physical verification of items to update database.
- Additional assignments as needed, related to updating inventory data

Job Qualifications:

- Good communication skill
- Attention to detail
- Organization
- Follow through on work
- Good knowledge on Microsoft Office Suite
- Comfortable working with a volume of data, generating report and doing data reconciliation.
- Must be enrolled in at least 6 credits for the spring 2022 semester.
- Must be eligible for the federal work study program, as determined by the financial aid office.

Skill Development Areas: (Check all)

- X Communication
- X Intercultural Proficiency
- X Student Learning
- X Organization
- X Other: Flexibility

Approximate Start Date: Immediate

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

Approximate Hours Per Week: Maximum eighteen hours per week (can be fewer hours, days are flexible)

Contact Information

Supervisor’s Name: Mukti Raut (Supervisor), Sharon Chaney (staff person)

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