Federal Work Study On Campus Job Listing

Job Title: Work Study- Advising and LifeMap Student Employee

Department: Advising and LifeMap

# of available positions: 1-2
☒ On Campus ☐ Off Campus

Job Purpose:

Advising and LifeMap Student Employees assist with the day-to-day operation of the Advising and LifeMap Commons. They help students connect to Advisors, workshops and other resources as needed.

Job Responsibilities:

- Kindly greet visitors of the LifeMap Commons and determine the reason for the visit.
- Answer basic questions regarding the commons, such as hours of operation, OnceHub appointments and other LifeMap services.
- Perform a variety of clerical duties including but not limited to: making copies, typing notes, organizing front desk sign-in sheets, restocking informational stands, and making phone calls to students and/or staff.
- Assist students with various online tools within the BHCC website, including but not limited to: e-portfolio, career assessments, BHCC self-service, transcript requests, graduation applications and email.
- Assist students with integrated LifeMap assignments.
- Assist students with registration processes including but not limited to: searching for sections, planning courses, registering for courses, and reviewing account information.
- Cooperate and communicate effectively with all LifeMap staff.
- Provide referrals for students to the appropriate college support services and departments.
- Other duties as assigned.

Job Qualifications:

- 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.

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

Approximate Start Date: 01/24/2022

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

Approximate Hours Per Week: 15

Contact Information

Supervisor’s Name: Colleen Yee

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