Federal Work Study Job Listing

Job Title: Student Assistant

Department/Agency: International Center

# of positions available: 5

☒ On Campus ☐ Off Campus

Job Purpose: To assist the International Center staff on-campus

Job Responsibilities (List major duties and responsibilities):

Assist with front desk coverage, greet international students and guests. Advise prospective students on the admissions process to the College. Data entry using excel. Scan and store documents electronically and check for accuracy.

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

- Familiar with excel.
- Detail oriented.
- Clear communication skills and patience.
- Must be enrolled in at least 6 credits for fall 2021 semester.
- Must be eligible for federal work study.

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

Approximate Start Date: 09/28/2021

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

Approximate Hours Per Week (Maximum 18.5): varies

Contact Information

Supervisor’s Name: Heather Shapazian

Supervisor’s Email: hjshapaz@bhcc.edu

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Post this position? ☒ Yes ☐ No