Federal Work Study on Campus Job Listing

Job Title: Student Clerk

Department: Student Payment Office

Job Purpose:
The student clerk will be working with the SPO team to help provide daily clerical support by scanning, shredding, and filing documents.

Job Responsibilities (List major duties and responsibilities):
1. Shredding
2. Electronic filing
3. Running errands on campus
4. Scanning

Job Qualifications (training, experience, technology, skills, etc.):
1. Must be enrolled in at least 6 credits for the Fall 2021 semester
2. Must be eligible for the Federal Work Study program.
3. Should be willing to pay close attention to details

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

Training will be provided

Approximate Start Date: ASAP

We are looking for someone that can start as soon as possible.

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

Approximate Hours Per Week:
10 to 15 hours

Contact Information

Supervisor Name: Elva Green

Supervisor Phone: 617-228-2126

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