Federal Work Study On Campus Job Listing

Job Title: Academic Records Associate

Department: Academic Records Office

Job Purpose: The Academic Records Office (ARO) is looking for a responsible, conscientious, and detail-oriented individual to join our team.

Job Description: The student will assist in providing excellent customer and technical service assistance to faculty, students, and staff; assist with the digitization process of incoming transcripts, course change forms, appeal forms, and other documentation for student records, and provide clerical assistance to the ARO staff. Confidentiality is necessary due to the sensitive nature of the information handled.

Job Responsibilities

The responsibilities include, but are not limited to, the following:

- Assist with answering the ARO phone line when needed;
- Prepare official transcripts for mailing;
- Assist with the preparation of verifications and other requests for information;
- Scanning & linking department documents in ImageNow;
- Organizing ARO department documents & files;
- Assist with maintaining department email accounts;
- Perform records related transactions, as directed in Colleague, the college's student information system;
- Assist with the room inventory and space management software (25Live);
- Other projects and duties as assigned;

Job Qualifications

- Exhibit good customer service skills and professionalism.
- Excellent communication skills are essential.
- Operate basic office equipment (copiers, computers, Scanner, fax machines);
- Working knowledge of Microsoft Office Suite, inclusive of Word and Excel;
- Be able to work in a multitask environment.
- Is able to work independently as well as a member of a team;
- Must be enrolled in at least 6 credits for the Spring 2022 semester and eligible for the federal work study program.

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

Approximate Start Date: Immediately
Duration: Academic Year
Hours Per Week: 15-20

Contact Information

Supervisor’s Name: Juan Venegas
Supervisor’s Email: juan.venegas@bhcc.edu
Phone: (617) 228-2117