Federal Work Study On Campus Job Listing

Job Title: Office Assistant – Assessment Center

Department: Assessment Center

Location: Charlestown campus & Chelsea campus

# of available positions: 2

One position will be for Charlestown only. The other position will serve both Charlestown and Chelsea campuses.

Job Purpose Assist the Assessment Center staff with daily operations including check-in and check-out, explaining procedures to students, and preparing and cleaning testing workstations.

Job Responsibilities (List major duties and responsibilities):

- Greet test takers, assist with sign in and check-out
- Explain test and test center rules to students
- Assign lockers and locks to test takers
- Set up testing workstations prior to testing
- Clean testing workstations after each session
- Assist test proctors with computer administration of placement testing
- Assist with monitoring lab during exams
- Assist with general office maintenance—filing, shredding, etc.
- Assist with basic inquiries in person and by phone

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

- Good communication and customer-service skills; comfortable with technology and able to learn new processes. Any sort of clerical or admin experience a plus. Second-language skills are a plus.
- Student needs to have successfully completed 12 credit hours with a GPA of at least 2.0.
- Must be enrolled in at least 3 credits for the summer 2022 semester or 6 credits for fall 2022.
- Must be eligible for federal work study as determined by the Financial Aid office.

Skill Development Areas: (Check all that apply) ✓ Listening ✓ Customer Service □ Time Management □ Multitasking

✓ Communication ✓ Intercultural Proficiency ✓ Student Learning ✓ Organization □ Other:__________________________

Approximate Start Date: 7/1/22

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

Approximate Hours Per Week: 18

Contact Information

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