Temporary Office Pool
Req3501

Job Description

The Temp Pool offers short-term office and clerical temporary employment opportunities to qualified applicants. These opportunities are available in departments and academic areas across the University. Duration of a temporary assignment can range from one half day to a maximum of eleven weeks for 35 hours per week or up to 34 weeks for those working 29 hours or less a week. The length of an assignment is usually determined at the time a request is made by the department but it can extend beyond or end prior to the original request. Most temporary opportunities are office and clerical in nature and occasionally a request is made for a BCTemp to assist in a service opportunity. Temp assignments offer variety and flexibility. Assignments can be full-time or part-time and provide opportunities to broaden your experience.

Position Details:
Department: 024001 - Human Resources
Position: 00008121 - Administrative Temporary Office Pool
Grade: 00

Requirements

* Depending on the placement computer skills may be needed including: MS Word, Excel, FileMaker Pro, Power Point and typing skills.
* Must have excellent communication and organizational skills,
* Ability to multi-task and have good follow through,
* Ability to work with little supervision and have a respect for confidentiality.

You may submit your application materials online. Please include reference information with your application materials. If we have an opening for someone with your skills and experience, we will contact you for an interview and typing/computer testing.

Closing Statement

Boston College conducts background checks as part of the hiring process.

Boston College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of any legally protected category including disability and protected veteran status. To learn more about how BC supports diversity and inclusion throughout the university please visit the Office for Institutional Diversity at http://www.bc.edu/offices/diversity.