

**Federal Work Study
Job Description Form**

Job Title: Clerical Assistant

Desired No. of Hires: 2

Department or Organization: Academic Affairs

Address (Off campus only):

Supervisor: Elsie Rodriguez-Garcia

Designee: Michelle Blanchard

Office: TRIO Programs

Office: TRIO Student Support Services

Phone: 413-552-2610

Phone: 413-552-2505

Email: erodriguez@hcc.edu

Email: mblanchard1@hcc.edu

General Job Description:

Detailed List of Duties:

Clerical support for TRIO: Creating/updating spreadsheets, making calls from the office, record keeping – Maintaining student files, appointment reminders via email and phone calls, data entry, listserv maintenance, assisting with special projects, and creating flyers

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Confidentiality of student files and information.

Assists the TRIO Team in special events/projects.

Responsible for TRIO laptop/iPad, if applicable.

Skills and/or previous experience desired:

Confidentiality required; Good oral and written communication skills; filing; knowledge of Word; E-mail, Google Sheets, Google documents/hangout/chat/voice, Zoom capabilities. In addition, applicants must have the ability to take direction from others.

Amount of supervision required: Regular Occasional Minimal *Student employees are not permitted to work without any supervision.*

Hours desired to cover (evening, weekend, etc.):

How to Apply: Email trio@hcc.edu

Completed and Submitted By:

Elsie Rodriguez-Garcia
Print Name of Supervisor

TRIO Programs Director
Title

January 26, 2024
Date

Please return completed form to drosado@hcc.edu