

303 Homestead Avenue  
Holyoke, MA 01040  
413.538.7000

Financial Aid Office  
P: 413.552.2150  
F: 413.552.2192

**Federal Work Study  
Job Description Form**

**Job Title:** Clerical Assistant

**Desired No. of Hires:**

**Department or Organization:** Advising, Transfer, and Career Center (ACT Center)

**Address (Off campus only):**

**Supervisor:** Michele Snizek

**Designee:** Janisse Pacheco

**Office:** Frost 273D

**Office:** Frost 273

**Phone:** 413-552-2268

**Phone:** 413-552-2138

**Email:** [msnizek@hcc.edu](mailto:msnizek@hcc.edu)

**Email:** [jpacheco@hcc.edu](mailto:jpacheco@hcc.edu)

**General Job Description:**

Assist the Advising and Transfer staff with general office duties.

**Detailed List of Duties:**

Filing, leaving messages for scheduled appointments, organize Transfer and Advising packets. Help students with logging into Moodle, Online Services, New Student Orientation (NSO), and DegreeWorks. Participate in Advising and Transfer events.

**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.*

**Skills and/or previous experience desired:**

Knowledge of HCC systems (Online Services, Moodle, and email)

**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:** Contact supervisor/designee listed above.

**Completed and Submitted By:**

\_\_\_\_\_  
Print Name of Supervisor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date