

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: Office Assistant

Desired No. of Hires: 1

Department or Organization: Social Sciences – Human Services Department

Address (Off campus only):

Supervisor: Moira Maguire

Designee: Dr. Donna Rowe

Office: Donahue 272

Office: Donahue 265

Phone: 413-552-2280

Phone: 413-552-2029

Email: mmaguire@hcc.edu

Email: drowe@hcc.edu

General Job Description:

The Human Services Department is looking for a work student to assist with creating and updating community contacts and developing materials to promote the Human Service A.S degree and Certificates. This position works closely with the full-time faculty.

Detailed List of Duties:

Assist with updating Community Service Learning contact lists; create flyers for HSV programs and Certificates; Assist with tasks related to Advisory Board recruitment; raise awareness of the Human Service Club; create and update bulletin boards with current events. Assist faculty with online research for course materials

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

Research opportunities, making community contacts, enhancing professional skills, and learning about current research in the field of Human Services.

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

Copy machine, computer programs, work independently and with others.

Skills and/or previous experience desired: Word processing and Excel skills

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): M – F 10:00 am to 4pm (negotiable depending on class schedule)

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Dr. Donna Rowe
Print Name of Supervisor

Assistant Professor, Chair of Human Services
Title

September 4, 2018
Date