

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:** 2

**Department or Organization:** Student Engagement

**Address (Off campus only):**

**Supervisor:** Thomas Stewart

**Designee:** Lindsey Pare

**Office:** Bartley Center

**Office:** Campus Center

**Phone:** 413.552.2162

**Phone:** 413.552.2536

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

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

**General Job Description:**

**Detailed List of Duties:**

Responsibilities include assisting student activities staff in promoting and implementing programs and coordinating leadership and club events. Other duties include:

Update Google Calendars  
Update Excel spreadsheets  
Communicate with clubs and staff advisors  
Introduce students to club information  
Assist with Activity Period on Wednesdays  
Assist with creative bulletin boards

**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:**

Eligible candidate would be a "self-starter". Other requirements include good interpersonal skills, consideration of responsibilities for direction of others, service to the public, and amount of confidentiality required.

**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