

303 Homestead Avenue  
Holyoke, MA 01040  
413.538.7000

Financial Aid Office  
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**Federal Work Study  
Job Description Form**

**Job Title:** Office Assistant  
**Department or Organization:** Health Services  
**Address (Off campus only):**

**Desired No. of Hires:**

**Supervisor:** Anthony Sbalbi  
**Office:** Frost 224  
**Phone:** 413-552-2391  
**Email:** [tsbalbi@hcc.edu](mailto:tsbalbi@hcc.edu)

**Designee:**  
**Office:**  
**Phone:**  
**Email:**

**General Job Description:**

**Detailed List of Duties:**

Duties are to provide receptionist support, provide pre-health care assistance, provide clerical support, assist in data collection, and to assist RN and MD in exam room.

**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 and professional behavior required.**

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

Interpersonal skills are very important in this position. Having office support skill are also important. Able to keep confidentiality is a must and bilingual is a plus.

**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 listed above.

**Completed and Submitted By:**

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date