

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  
**Department or Organization:** Business Office  
**Address (Off campus only):**

**Desired No. of Hires:** 1 (8-10hrs)

**Supervisor:** Maria Brunelle  
**Office:** Business Office  
**Phone:** 413-552-2431  
**Email:** mbrunelle@hcc.edu

**Designee:** Beth Leary  
**Office:** Business Office  
**Phone:** 413-552- 2210  
**Email:** bleary@hcc.edu

**General Job Description:**

General office work

**Detailed List of Duties:**

Filing, mail, copying, special projects, and other duties as assigned

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

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

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

**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:**

Maria Brunelle

ASSISTANT COMPTROLLER

09/21/2021

Print Name of Supervisor

Title

Date