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

**Job Title:** Office Assistant

**Desired No. of Hires:**

**Department or Organization:** Fine and Performing Arts

**Address (Off campus only):**

**Supervisor:** Kim Hicks

**Office:** Donahue 370

**Phone:** 413-552-2279

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

**Designee:** Mary Starzyk

**Office:** Fine & Performing Arts 210

**Phone:** 413-552-2485

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

**General Job Description:**

This position will support the faculty and staff with regular department tasks and play a major role in the production of events held in the theater.

**Detailed List of Duties:**

Assist secretary with daily office tasks involving photocopying and computer spreadsheets; organize department resources, help with the coordination of events by hanging flyers on campus, box office set up, etc.

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

This person will eventually learn how to coordinate events, the knowledge of theater production, marketing, more computer skills, and work on independent projects.

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

Must be respectful and open to working with and assisting a diverse group of students, faculty, staff, and the general public.

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

Basic computer skills, some creativity, customer service, knowledge of the various departments on campus, and a willingness to learn.

**Amount of supervision required:**

Regular     Occasional     Minimal

*Student employees are not permitted to work without any supervision.*

**Hours desired to cover (evening, weekend, etc.):** When plays open (2 times per year); help is needed in the Box Office some evenings and weekends.

**How to Apply:** Contact supervisor/designee listed above.

**Completed and Submitted By:**

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

\_\_\_\_\_  
Title

August 24, 2016  
\_\_\_\_\_  
Date