

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:** One (Spring '22 only)

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

**Address (Off campus only):**

**Supervisor:** Kim Hicks

**Designee:** Mary Starzyk

**Office:** Donahue 370

**Office:** Fine & Performing Arts 210

**Phone:** 413-552-2279

**Phone:** 413-552-2485

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

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

### General Job Description:

This position will support the A&H Dean and Administrative Assistant, as well as faculty and staff, with regular department tasks and play a major role in the production of events held in the theater. This position will also assist with the many events held in the LP Theater.

### Detailed List of Duties:

Assist Administrative Assistant 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, mail drop off and pick up, and other duties as needed.

**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 assist with a variety of theater events, marketing, improved computer skills, how to work on projects independently and as part of a team, and how to work with a diverse range of people. This person will also practice customer service skills applicable in any number of jobs.

**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. Must be responsible, prompt, and able to focus on tasks at hand.

### Skills and/or previous experience desired:

Basic computer and communication skills, some knowledge of the various departments on campus, and a willingness to be creative and learn new things.

### Amount of supervision required:

Regular     Occasional     Minimal

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

**Hours desired to cover (evening, weekend, etc.):** Normal business hours, with the flexibility to assist with some evening or weekend events as the need arises.

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

**Completed and Submitted By:**

*Kimberly*

---

*Print Name of Supervisor*

---

Dean of Arts and Humanities  
*Title*

---

5.17.21  
*Date*