

**Federal Work Study
Job Description Form**

Job Title: Clerical Assistant/Translator
Department or Organization: Academic Affairs/ESL
Address (Off campus only):

Desired No. of Hires: 2

Supervisor: Idelia Smith
Office:
Phone: 413-552-2228
Email: ismith@hcc.edu

Designee: Gladys Montero
Office: Donahue 203
Phone: 413-552-2553
Email: gmontero@hcc.edu

General Job Description: Assist with general office work such as orientation sessions for students, testing or ed. planning. Assist ESL Program Coordinator and other office staff with foreign language translation as needed (Arabic, Persian/Farsi, Russian).

Detailed List of Duties: Distribute and prepare information about the program (flyers), assist students with admission or financial aid processes. Duplicating materials, filing, getting mail. Helping out with special events promoted by the International Club.

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

Meaningful professional experience gained by working with a diverse population with different cultural and language backgrounds.

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

Help students with questions or paperwork related to financial aid, student accounts, health insurance waiver, etc.
Help students with translation as needed.

Skills and/or previous experience desired: Computer skills, language skills (Arabic, Persian/Farsi, Russian)

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Office hours (8:30 am to 4:30 pm)

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Print Name of Supervisor

Title

Date

Please return completed form to drosado@hcc.edu