

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: Student Activities
Address (Off campus only):

Desired No. of Hires: 2

Supervisor: Nelson Lopez
Office: Frost 224
Phone: 413-552-2349
Email: nlopez@hcc.edu

Designee: Elizabeth Golen
Office: Campus Center
Phone: 413-552-2418
Email: egolen@hcc.edu

General Job Description:

Detailed List of Duties:

Responsibilities include assisting student activities staff in promoting and implementing programs and coordinating leadership and club events. Other duties include:

Update Google Calendars
Update Excel spreadsheets
Communicate with clubs and staff advisors
Introduce students to club information
Assist with Activity Period on Wednesdays
Assist with creative bulletin boards

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.*

Skills and/or previous experience desired:

Eligible candidate would be a "self-starter". Other requirements include good interpersonal skills, consideration of responsibilities for direction of others, service to the public, and amount of confidentiality required.

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:

Nelson Lopez
Print Name of Supervisor

Staff Assistant
Title

8/18/2021
Date