

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: Clerical Assistant

Desired No. of Hires: 1

Department or Organization: Office for Students w/ Disabilities & Deaf Services

Address (Off campus only):

Supervisor: Andrea Hojnacki, Director

Designee:

Office: DON 135

Office:

Phone: 413.552.2582

Phone:

Email: ahojnacki@hcc.edu

Email:

General Job Description:

The Office for Students with Disabilities and Deaf Services (OSDDS) is committed to ensuring that students with disabilities and Deaf students have equal access to the full range of programs and services offered by HCC. This is the responsibility of the College as a collective and must be achieved through the collaborative effort of all staff and faculty. The main office is the first point of contact for students requesting accommodations and services, and guides students to appropriate resources and processes. As Clerical Assistant, the work study student would be responsible for assisting the main OSDDS office staff with front desk/greeting, clerical tasks, and data entry.

Detailed List of Duties:

Greet and refer students to appropriate services or staff they inquire about.

Become skilled in using HCC software/applications, as well as Google, Zoom.

Identify and use resources including other staff for assistance.

Attend scheduled meetings or trainings as assigned.

Data entry, tracking inventory, creating/ensuring lists are correct, and more.

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

Opportunity to acquire skills for a variety of software, applications, and tools; acquire knowledge of assistive technologies and disability issues. Develop skills for direct student training.

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

Services provided by OSDDS are confidential, and utmost discretion will be required.

Greet and assist students, support department staff calendars and scheduling services. Use of computer required. Copier, phone, zoom, and private room may be used.

Skills and/or previous experience desired:

Required: Communication skills, use of technology, Zoom, and Google, use of office equipment, experience with data entry, organizational skills how to prioritize. Conflict resolution or maintain calmness in a fast pace.

Amount of supervision required: Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): (Approx. 6 hours/week) Required: Thursday mornings, 8:30 a.m. – 11:30 a.m., and an additional weekday, flexible, but preference for 8:30 a.m. – 11:30 a.m.

How to Apply: Contact supervisor listed above.

Completed and Submitted By:

<u>Andrea Hojnacki</u>	<u>Director, OSDDS</u>	<u>10.06.22</u>
<i>Print Name of Supervisor</i>	<i>Title</i>	<i>Date</i>

Please return completed form to drosado@hcc.edu