

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: Business Office
Address (Off campus only):

Desired No. of Hires: 1 (8-10hrs)

Supervisor: Maria Brunelle
Office: Business Office
Phone: 413-552-2431
Email: mbrunelle@hcc.edu

Designee:
Office:
Phone:
Email:

General Job Description:
General office work

Detailed List of Duties:
Filing, mail, copying, special projects, and other duties as assigned

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

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

Skills and/or previous experience desired:

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:

Maria Brunelle

Print Name of Supervisor

ASSISTANT COMPTROLLER

Title

08/29/2022

Date