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**Federal Work-Study
Job Description Form**

Job Title: Clerical/IL Dept. Assistant

Desired No. of Hires: 1

(but if more applicants fit the position, may consider 2)

Department or Organization: Integrative Learning Department (ILD)

Address (Off campus only):

Supervisor: Irma Medina

Office: DON 270

Phone: 552-2857

Email: imedina@hcc.edu

Designee: Clerk IV personnel (starts on Jan 2, 2024)

Office: DON 270

Phone:

Email:

General Job Description:

The Integrative Learning Department is a new department in its building stage, and we seek work-study student(s) with an open mind, flexibility, creativity, and a willingness to help foster connections throughout the campus. The student(s) will assist the staff with daily office routines, assist with events, and with campus and social media presence.

Under the direct supervision of the IL Director, the work-study student(s) will assist with office-related tasks for the Director and the programs under the IL Department that include Experiential Learning, Career Readiness, Honors, Learning Communities, Liberal Arts, Service Learning, and the Pathways Program.

Detailed List of Duties:

1. Office-related tasks that may involve Microsoft Office and/or Google Suite
2. Assist with activities and events.
3. Provide customer service that may include front desk coverage
4. Assist with social media presence to assist with promotion and programmatic highlights.
5. Assist with the upkeep of the center to be organized, an inviting and clean space.
6. Assist with the social media presence for the IL Dept., which may include Facebook, Instagram, etc.

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:

- interpersonal skills and problem-solving ability;
- Familiar with office-related work;
- Ability to work independently and as part of a team;
- Ability to multi-task, set priorities, and maintain a positive attitude
- Ability to communicate well, both orally and in written format, Bilingual and Bicultural (English/Spanish)
- Good organizational skills with strict attention to detail and accuracy;
- Ability to collect, organize, and handle confidential documents;
- Ability to contribute to social media presence for the IL Department

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

Monday-Friday daytime

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Irma Medina
Print Name of Supervisor

Title

12/15/2023
Date

Please return completed form to drosado@hcc.edu