

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: Advancement Assistant

Desired No. of Hires: 1

Department or Organization: Institutional Advancement

Address (Off campus only):

Supervisor: Julie Phillips

Office: DON170

Phone: x2253

Email: jphillips@hcc.edu

General Job Description:

Assist the Institutional Advancement staff with administrative tasks.

Detailed List of Duties:

General administrative support including but not limited to: greeting guests, filing, data entry, collating, stuffing mailings, copies, scanning, organizing storage inventory, campus errands, and general event support.

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

The Institutional Advancement division umbrellas the Marketing & Communications department, Alumni Relations, Development, and Foundation & Grants. The employee will learn about the field of philanthropy, alumni engagement as well as marketing and communications. The employee will learn leadership skills, time management, how to boost creative thinking and improve professional communication.

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

Employee will be using general office equipment: phones, laptops, and copier. The division deals with a wide range of constituencies; from students to donors. The ability to keep information confidential is required.

Skills and/or previous experience desired:

Enthusiastic worker with strong communication skills, including attention to detail, strong organizational skills, and a willingness to learn. In addition, must have the ability to multi-tasks and work independently when necessary.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

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

Week days (no evening or weekends)

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Julie Phillips

Director of Development

10/24/23

Print Name of Supervisor

Title

Date

Please return completed form to drosado@hcc.edu