

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: Student Worker

Desired No. of Hires: 1-3

Department or Organization: Campus Store

Address (Off campus only):

Supervisor: Sara Avery

Office: Campus Center 251A

Phone: 413-552-2521

Email: savery@hcc.edu

Designee:

Office:

Phone:

Email:

General Job Description: Responsible for assisting Campus Store staff with the day-to-day operations.

Detailed List of Duties: Student workers are responsible for helping students with book order questions, setting up merchandise and supplies. Scanning in book orders, helping students with book order pickups. Receiving merchandise and book orders from Office Services. Answering phone calls, working the register, ability to use the bookstore website to help students with book orders.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.* At this time there are no opportunities for advancement at the Campus Store, but students will acquire strong transferable experience with relevance to retail, customer service, library services.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.* Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required. Student workers will be responsible for guiding students through ordering books on the online bookstore and using the e-campus portal. Student workers must be familiar with using a computer and register. Student workers are expected to be able to lift boxes up to 50lbs.

Skills and/or previous experience desired: We are looking for applicants with strong interpersonal skills, attention to detail, a record of reliability, willingness to take direction and learn, well developed communication skills, and an ability to work independently and as part of a team. Previous work experience is not required, but applicants with records of work/volunteerism in customer service or retail would be helpful.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): The Campus Store is open 8am-4pm, Monday Through Friday. We are looking for student coverage during peak hours which may vary.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Sara Avery
Print Name of Supervisor

Campus Store Manager
Title

7/23/24
Date

Please return completed form to drosado@hcc.edu