

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:

Department or Organization: Resource Development

Address (Off campus only):

Supervisor: Amy Dopp

Designee: Virginia Fontanilles

Office: Kittredge Center 201

Office: Kittredge Center 201

Phone: 413-552-2313

Phone: 413-552-2404

Email: adopp@hcc.edu

Email: vfontanilles@hcc.edu

General Job Description:

Detailed List of Duties:

General office duties, such as, filing, faxing, assist in grant application/revision, internet research, copying, maintain office supplies, proofreading, maintaining computer system, and scanning.

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:

Basic knowledge of Microsoft Word & Excel is required. Ability to learn new programs and skills is a must. Also, good communication skills and dependability are a must.

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:

Print Name of Supervisor

Title

Date