

303 Homestead Avenue
Holyoke, MA 01040
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Financial Aid Office
P: 413.552.2150
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**Federal Work Study
Job Description Form**

Job Title: Office Assistant

Desired No. of Hires:

Department or Organization: Workforce Development

Address (Off campus only):

Supervisor: Kermit Dunkelberg

Designee: Maria Vargas

Office: Kittredge Center 319

Office: Kittredge Center 215

Phone: 413-552-2506

Phone: 413-552-2122

Email: kdunkelberg@hcc.edu

Email: mvargas@hcc.edu

General Job Description:

Detailed List of Duties:

Getting packages ready for instructors, arrange necessary A/V equipment, open the classrooms.

Assist in completing paperwork, pick up & distribute mail. Check enrollment status daily and call students when class is cancelled. Data entry, and assist staff with other duties as assigned.

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:

Confidentiality. Dependability and good attendance are required. Ability to interact well with staff and customers is essential. Good phone and personal manners are a plus.

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