

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

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: 2

Department or Organization: Student Activities

Address (Off campus only):

Supervisor: Renee Tastad

Designee: Lindsey Pare

Office: Frost 224

Office: Campus Center 227

Phone: 413-552-2703

Phone: 413-552-2536

Email: rtastad@hcc.edu

Email: lpare@hcc.edu

General Job Description:

A "Student Activities Work Study" job description at Holyoke Community College (HCC) would entail assisting the Student Engagement office with various tasks related to planning, promoting, and executing student events, clubs, and activities, while primarily focusing on administrative support.

Detailed List of Duties:

- Assist with Activity Period events on Wednesdays from 11 a.m. – 12:15 p.m. and if possible, assist with setup and/or breakdown
- Front desk coverage: greeting visitors, providing information about student activities, clubs, and events
- Assist with maintaining accurate records of student involvement, tracking event attendance, and updating databases
- Assist with the creation of bulletin boards, flyers, bathroom newsletters, and more.
- Calendars Update
- Communicate with clubs and staff advisors

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:

Eligible candidate would be a "self-starter." Other requirements include good interpersonal skills, consideration of responsibilities for direction of others, service to the public, and amount of confidentiality required.

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:

Lindsey Pare

Print Name of Supervisor/Designee

Student Engagement Coordinator

Title

12/23/24

Date

Please return completed form [to drosado@hcc.edu](mailto:drosado@hcc.edu)