

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

Job Title: Clerical Assistant

Desired No. of Hires:

Department or Organization: Student Records & Registrar

Address (Off campus only):

Supervisor: Allison Wrobel

Designee:

Office: Frost 221

Office:

Phone: 413-552-2242

Phone:

Email: awrobel@hcc.edu

Email:

General Job Description:

Various types of office duties, as well as, assisting student, faculty, and the public service counter.

Detailed List of Duties:

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:

Filing (alpha numeric), computer, and typing ability –accuracy is very important. Ability to learn & accept suggestions for improvement is a must. Experience with the public in a busy office setting is desirable.

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 listed above.

Completed and Submitted By:

Print Name of Supervisor

Title

Date