Federal Work Study
Job Description Form

Job Title: Clerical Assistant
Department or Organization: Resource Development

Address (Off campus only):

Supervisor: Amy Dopp
Office: Kittredge Center 201
Phone: 413-552-2313
Email: adopp@hcc.edu

Designee: Virginia Fontanilles
Office: Kittredge Center 201
Phone: 413-552-2404
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

Please return completed form to skapinos@hcc.edu