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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: Business Office

Address (Off campus only):

Supervisor: Curt Foster

Designee:

Office: Frost 327A

Office:

Phone: 413-552-2203

Phone:

Email: cfoster@hcc.edu

Email:

General Job Description:

Detailed List of Duties:

The position entails clerical duties such as, but not limited to; filing records management, copying, and light data entry possible. May be asked to do special projects using Excel, if the individual has significant Excel experience/expertise.

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:

Good clerical skills, high level of accuracy and confidentiality is 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: Please send an email with your interest and pertinent job history to cfoster@hcc.edu.

Completed and Submitted By:

Print Name of Supervisor

Title

Date