

303 Homestead Avenue  
Holyoke, MA 01040  
413.538.7000

Financial Aid Office  
P: 413.552.2150  
F: 413.552.2192

**Federal Work Study  
Job Description Form**

**Job Title:** Storekeeper Assistant  
**Department or Organization:** Office Services  
**Address (Off campus only):**

**Desired No. of Hires:**

**Supervisor:** Curt Foster  
**Office:** Frost 335  
**Phone:** 413-552-2203  
**Email:** [cfoster@hcc.edu](mailto:cfoster@hcc.edu)

**Designee:** Paul Manijak  
**Office:** Frost 229  
**Phone:** 413-552-2392  
**Email:** [pmanijak@hcc.edu](mailto:pmanijak@hcc.edu)

**General Job Description:**

**Detailed List of Duties:**

Position involves unloading UPS, RPS, FED EX, and other shipments. Will also need to deliver supplies and packages to different departments on campus. Must also be able to answer phones and handle certified and express mail.

**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:**

Must be able to do heavy lifting. Good communication and record-keeping abilities 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