Federal Work Study
Job Description Form

Job Title: Office Assistant

Department or Organization: Workforce Development

Address (Off campus only):

Supervisor: Kermit Dunkelberg
Office: Kittredge Center 319
Phone: 413-552-2506
Email: kdunkelberg@hcc.edu

Designee: Maria Vargas
Office: Kittredge Center 215
Phone: 413-552-2122
Email: mvargas@hcc.edu

General Job Description:

Detailed List of Duties:
Getting packages ready for instructors, arrange necessary A/V equipment, open the classrooms.
Assist in completing paperwork, pick up & distribute mail. Check enrollment status daily and call students when class is cancelled. Data entry, and assist staff with other duties as assigned.

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:
Confidentiality. Dependability and good attendance are required. Ability to interact well with staff and customers is essential. Good phone and personal manners 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

Please return completed form to skapinos@hcc.edu