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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:** 1

**Department or Organization:** Academic Affairs

**Address (Off campus only):**

**Supervisor:** Mayra Diaz

**Designee:**

**Office:** Frost 317

**Office:**

**Phone:** 413-552-2227

**Phone:**

**Email:** [mdiaz@hcc.edu](mailto:mdiaz@hcc.edu)

**Email:**

**General Job Description:**

The Clerical Assistant will assist all academic affairs staff member with daily functions of the office such as filing, data entry, answering multi-line telephone, greeting visitors, picking up and distributing mail, photocopying, faxing. Will assist with special projects within the office and other divisions when needed. Office experience needed.

**Detailed List of Duties:**

Filing, answering phone, photocopying, distributing mail, data entry.

**Opportunities for Advancement:** *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

The student will learn how to enter data and keep a filing system. Will also learn how to relay information regarding office procedures in a professional manner.

**Responsibility Involved:** *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

**Projects/daily operations of confidential nature.** The student will be providing services to the public in relation to change of major, change of advisor, with copying or faxing.

**Skills and/or previous experience desired:**

Office experience desired/needed. Experience in dealing with the public, answering phones and with Microsoft Office 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.):** Would like some morning hours, but limited to them.

**How to Apply:** Please submit resume to the academic affairs office. Contact supervisor listed above.

**Completed and Submitted By:**

Mayra Diaz  
Print Name of Supervisor

Staff Assistant, Academic Affairs  
Title

September 14, 2016  
Date