Federal Work Study
Job Description Form

Job Title: Clerical Assistant

Department or Organization: Advising, Transfer, and Career Center (ACT Center)

Address (Off campus only):

Supervisor: Michele Snizek
Office: Frost 273D
Phone: 413-552-2268
Email: msnizek@hcc.edu

Designee: Janisse Pacheco
Office: Frost 273
Phone: 413-552-2138
Email: jpacheco@hcc.edu

General Job Description:
Assist the Advising and Transfer staff with general office duties.

Detailed List of Duties:
Filing, leaving messages for scheduled appointments, organize Transfer and Advising packets. Help students with logging into Moodle, Online Services, New Student Orientation (NSO), and DegreeWorks. Participate in Advising and Transfer events.

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:
Knowledge of HCC systems (Online Services, Moodle, and email)

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