Federal Work Study
Job Description Form

Job Title: Office Assistant
Department or Organization: Social Sciences – Human Services Department
Address (Off campus only):

Supervisor: Moira Maguire
Office: Donahue 272
Phone: 413-552-2280
Email: mmaguire@hcc.edu

Desire No. of Hires: 1

Designee: Dr. Donna Rowe
Office: Donahue 265
Phone: 413-552-2029
Email: drowe@hcc.edu

General Job Description:
The Human Services Department is looking for a work student to assist with creating and updating community contacts and developing materials to promote the Human Service A.S degree and Certificates. This position works closely with the full-time faculty.

Detailed List of Duties:
Assist with updating Community Service Learning contact lists; create flyers for HSV programs and Certificates; Assist with tasks related to Advisory Board recruitment; raise awareness of the Human Service Club; create and update bulletin boards with current events. Assist faculty with online research for course materials

Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth, if rehired.
Research opportunities, making community contacts, enhancing professional skills, and learning about current research in the field of Human Services.

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.
Copy machine, computer programs, work independently and with others.

Skills and/or previous experience desired: Word processing and Excel skills

Amount of supervision required: ☒ Regular    ☐ Occasional    ☐ Minimal
Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): M – F 10:00 am to 4pm (negotiable depending on class schedule)

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Dr. Donna Rowe    Assistant Professor, Chair of Human Services    September 4, 2018
Print Name of Supervisor    Title    Date

Please return completed form to skapinos@hcc.edu