Federal Work Study
Job Description Form

Job Title: Student Office Assistant

Department or Organization: Bartley Center for Athletics & Recreation

Address (Off campus only):

   Supervisor: Thomas Stewart
   Office: Bartley Center 203
   Phone: 413-552-2162
   Email: tstewart@hcc.edu

   Designee: Mary Shelasky
   Office: Bartley Center 204
   Phone: 413-552-2161
   Email: mshelasky@hcc.edu

General Job Description:

Detailed List of Duties:
Receptionist duties and knowledge of basic word processing; clerical duties, assistance with athletic award ceremonies, campus deliveries, maintenance of the athletics bulletin board, other duties as assigned.

Advancement Opportunities: 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:
Punctuality, dependability, organizational skills, word processing (MS Word & Excel), and a pleasant and cooperative personality.

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