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Financial Aid Office
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**Federal Work Study
Job Description Form**

Job Title: Student Office Assistant

Desired No. of Hires:

Department or Organization: Bartley Center for Athletics & Recreation

Address (Off campus only):

Supervisor: Thomas Stewart

Designee: Mary Shelasky

Office: Bartley Center 203

Office: Bartley Center 204

Phone: 413-552-2162

Phone: 413-552-2161

Email: tstewart@hcc.edu

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