Federal Work Study
Job Description Form

Job Title: Office Assistant
Department or Organization: Financial Aid Office
Address (Off campus only):

Supervisor: Todd Wonders
Office: Frost 201
Phone: 413-552-2581
Email: twonders@hcc.edu

Designee: Sarah Kapinos
Office: Frost 201
Phone: 413-552-2421
Email: skapinos@hcc.edu

General Job Description:

Detailed List of Duties:
Position involves typing, mailing, filing, photocopying, alphabetizing. Assist in answering phones and counter inquiries; provide coverage for staff breaks from phones and/or counter coverage; assist students with FAFSA, online forms, and Online Services at self-service computers; promote and participate in financial literacy initiatives, and office promotional events; prepare files for processing; filing and preparing outgoing mail; work on special projects.

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:
Ability to interact well with staff and trainers. Accuracy, attention to detail, confidentiality, and dependability are a must. Office experience is desirable.

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 listed above.

Completed and Submitted By:

________________________________________________________________________
Print Name of Supervisor Title Date

Please return completed form to skapinos@hcc.edu