

303 Homestead Avenue  
Holyoke, MA 01040  
413.538.7000

Financial Aid Office  
P: 413.552.2150  
F: 413.552.2192

**Federal Work Study  
Job Description Form**

**Job Title:** Office Assistant

**Desired No. of Hires:** 4

**Department or Organization:** Financial Aid Office

**Address (Off campus only):**

**Supervisor:** Todd Wonders

**Designee:** Sarah Kapinos

**Office:** Frost 201

**Office:** Frost 201

**Phone:** 413-552-2581

**Phone:** 413-552-2421

**Email:** [twonders@hcc.edu](mailto:twonders@hcc.edu)

**Email:** [skapinos@hcc.edu](mailto: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