Federal Work Study
Job Description Form

Job Title: Office Assistant
Department or Organization: Fine and Performing Arts
Address (Off campus only):

Supervisor: Kim Hicks
Office: Donahue 370
Phone: 413-552-2279
Email: khicks@hcc.edu

Designee: Mary Starzyk
Office: Fine & Performing Arts 210
Phone: 413-552-2485
Email: mstarzyk@hcc.edu

General Job Description:
This position will support the A&H Dean and Administrative Assistant, as well as faculty and staff, with regular department tasks and play a major role in the production of events held in the theater. This position will also assist with the many events held in the LP Theater.

Detailed List of Duties:
Assist Administrative Assistant with daily office tasks involving photocopying and computer spreadsheets; organize department resources, help with the coordination of events by hanging flyers on campus, box office set up, mail drop off and pick up, and other duties as needed.

Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth, if rehired.
This person will eventually learn how to assist with a variety of theater events, marketing, improved computer skills, how to work on projects independently and as part of a team, and how to work with a diverse range of people. This person will also practice customer service skills applicable in any number of jobs.

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.
Must be respectful and open to working with and assisting a diverse group of students, faculty, staff, and the general public. Must be responsible, prompt, and able to focus on tasks at hand.

Skills and/or previous experience desired:
Basic computer and communication skills, some knowledge of the various departments on campus, and a willingness to be creative and learn new things.

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

Hours desired to cover (evening, weekend, etc.): Normal business hours, with the flexibility to assist with some evening or weekend events as the need arises.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:
<table>
<thead>
<tr>
<th>Print Name of Supervisor</th>
<th>Dean of Arts and Humanities</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5.17.21</td>
<td></td>
</tr>
</tbody>
</table>

Title