Federal Work Study
Job Description Form

Job Title: Office Assistant
Desired No. of Hires: 1 (8-10hrs)

Department or Organization: Business Office
Address (Off campus only):

Supervisor: Maria Brunelle
Designee: Beth Leary
Office: Business Office
Office: Business Office
Phone: 413-552-2431
Phone: 413-552-2210
Email: mbrunelle@hcc.edu
Email: bleary@hcc.edu

General Job Description:
General office work

Detailed List of Duties:
Filing, mail, copying, special projects, and other duties as assigned

Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth, if rehired.

general office duties

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.

Confidentiality is required - computer, copier scanner equipment used

general office duties

Skills and/or previous experience desired:

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:

Maria Brunelle
ASSISTANT COMPTROLLER
09/21/2021

Print Name of Supervisor
Title
Date

Please return completed form to drosado@hcc.edu