Federal Work Study
Job Description Form

Job Title: Office Assistant
Department or Organization: Student Activities

Address (Off campus only):

Supervisor: Nelson Lopez
Office: Frost 224
Phone: 413-552-2349
Email: nlopez@hcc.edu

Desired No. of Hires: 2

Designee: Elizabeth Golen
Office: Campus Center
Phone: 413-552-2418
Email: egolen@hcc.edu

General Job Description:

Detailed List of Duties:
Responsibilities include assisting student activities staff in promoting and implementing programs and coordinating leadership and club events. Other duties include:

- Update Google Calendars
- Update Excel spreadsheets
- Communicate with clubs and staff advisors
- Introduce students to club information
- Assist with Activity Period on Wednesdays
- Assist with creative bulletin boards

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:
Eligible candidate would be a “self-starter”. Other requirements include good interpersonal skills, consideration of responsibilities for direction of others, service to the public, and amount of confidentiality required.

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:

Nelson Lopez
Print Name of Supervisor

Staff Assistant
Title

8/18/2021
Date

Please return completed form to drosado@hcc.edu