Federal Work Study
Job Description Form

Job Title: Clerical Assistant
Department or Organization: Academic Affairs
Address (Off campus only):

Supervisor: Elsie Rodriguez-Garcia
Office: TRIO Student Support Services
Phone: 413-552-2610
Email: erodriguez@hcc.edu

Desired No. of Hires: 1

Designee: Michelle Blanchard
Office: TRIO Student Support Services
Phone: 413-552-2505
Email: mblanchard1@hcc.edu

Address (Off campus only):

General Job Description:

Detailed List of Duties:
Clerical support for TRIO SSS program: Creating spreadsheets, making calls via google voice, record keeping – Student files, appointment reminders via email/google voice/google hangout, data entry, listserv maintenance, assisting with special projects, and attending zoom team meetings.

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.
Confidentiality of student files and information.
Assists the TRIO Team in special events/projects.
Responsible for TRIO laptop/iPad, if applicable.

Skills and/or previous experience desired:
Confidentiality required; Good oral and written communication skills; filing; knowledge of Microsoft Excel, Word; E-mail, Google documents/hangout/chat/voice, Zoom/WebEx capabilities. In addition, applicant must have ability to take direction from others.

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:

_Elsie Rodriguez-Garcia_____________ TRIO SSS Director_________________ August 15, 2022_____________

Print Name of Supervisor Title Date

Please return completed form to drosado@hcc.edu