

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: Center for Academic Program Support (CAPS Center)

Address (Off campus only):

Supervisor: Andrew Fletcher

Designee: Diana Rosado

Office: Donahue 240A

Office: Donahue 240

Phone: 413-552-2416

Phone: 413-552-2584

Email: afletcher@hcc.edu

Email: drosado@hcc.edu

General Job Description:

Help staff and students in the CAPS Math, Tutoring and Writing Centers.

Detailed List of Duties:

Typing, filing, answering phones, greeting students, help with AccuTrack tracking system, data entry. Other assigned duties.

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.*

Will need to work closely with the staff and students. Some computer experience desired; need to be familiar with Microsoft Word and Excel.

Skills and/or previous experience desired:

Some computer experience

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

- Mondays – 9:00am to 12:30pm and 3:00pm to 4:30pm
- Tuesdays – 9:00am to 1:30pm
- Wednesdays – 9:00am to 11:00am and 1:30pm to 4:30pm
- Friday – 9:00am to 12:30pm

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Print Name of Supervisor

Title

September 2, 2016
Date