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Holyoke, MA 01040  
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Financial Aid Office  
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**Federal Work Study  
Job Description Form**

**Job Title:** Office Assistant

**Desired No. of Hires:** 1

**Department or Organization:** Business & Community Services

**Address (Off campus only):**

**Supervisor:** Arvard Lingham

**Designee:** Joanne Wrobel

**Office:** Kittredge Center 319

**Office:** Kittredge Center 211

**Phone:** 413-552-2320

**Phone:** 413-552-2561

**Email:** [alingham@hcc.edu](mailto:alingham@hcc.edu)

**Email:** [jworbel@hcc.edu](mailto:jworbel@hcc.edu)

**General Job Description:**

General clerical office duties as assigned. Marketing, copying, faxing, stuffing envelopes, and mail pick up and drop off. Student worker would assist in the direction of others and to serve the public at the KC lobby desk. Assist other staff in the division as needed with basic office duties as described above.

**Detailed List of Duties:** Marketing, copying, faxing, stuffing envelopes, and mail pick up and drop off. Directing visitors around campus when they come to the lobby desk with questions. Assist the department and other staff with basic office duties like filing, faxing and copying.

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

Basic Operation of an office, interaction with the public, basic filing structure in a college environment

**Responsibility Involved:** *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.* All data is confidential. Will direct people who come to the desk and are looking for an office on campus, will use a multifunction copier, will have basic exposure to Marketing strategies as they come up across the semester.

**Skills and/or previous experience desired:** Basic filing skills, knowledge of the HCC campus

**Amount of supervision required:**

Regular     Occasional     Minimal

*Student employees are not permitted to work without any supervision.*

**Hours desired to cover (evening, weekend, etc.):** 8.30am-4.30pm as determined by the student schedule and staffing need. No evenings or weekends.

**How to Apply:** Contact supervisor/designee listed above.

**Completed and Submitted By:**

Arvard Lingham  
Print Name of Supervisor

Coordinator KC Operations  
Title

02/08/2019  
Date

Please return completed form to [skapinos@hcc.edu](mailto:skapinos@hcc.edu)