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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:**

**Department or Organization:** Health Sciences Division

**Address (Off campus only):**

**Supervisor:** Clare Lamontagne

**Designee:** Katherine Trombley

**Office:** Center for Health Education 203

**Office:** Center for Health Education 202

**Phone:** 413-552-2288

**Phone:** 413-552-2467

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

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

**General Job Description:**

**Detailed List of Duties:**

Position involves assisting coordinator of nursing labs with preparation and storage of supplies. General office duties, such as, filing, copying, distribution of mail, answering phones, shredding, and any other duties as assigned.

**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.*

**Maintain Division confidentiality is a must.**

**Skills and/or previous experience desired:**

Cooperative, reliable, pleasant, a "can do" attitude and general office skills are also a must.

**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:**

\_\_\_\_\_  
Print Name of Supervisor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date