

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

**Job Title:** Clerical Assistant  
**Department or Organization:** STRIVE  
**Address (Off campus only):**

**Desired No. of Hires:**

**Supervisor:** Elsie Rodriguez – Garcia  
**Office:** Donahue 235  
**Phone:** 413-552-2610  
**Email:** [erodriguez@hcc.edu](mailto:erodriguez@hcc.edu)

**Designee:** Raisa Amirova  
**Office:** Donahue 240  
**Phone:** 413-552-2505  
**Email:** [ramirova@hcc.edu](mailto:ramirova@hcc.edu)

**General Job Description:**

**Detailed List of Duties:**

Position involves providing clerical support for Strive program. Also mailing, filing, creating spreadsheets, answering phones, copying, assisting with special projects, appointment reminders, data entry and listserv maintenance.

**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:**

Confidentiality required as well as previous knowledge of Microsoft Excel, Word, and E-mail. Also, 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:**

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date