

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: Clerical Assistant

Desired No. of Hires:

Department or Organization: English as a Second Language Program (ESL)

Address (Off campus only):

Supervisor: Idelia Smith

Designee: Gladys Montero

Office: Frost 325

Office: Donahue 203

Phone: 413-552-2228

Phone: 413-552-2553

Email: ismith@hcc.edu

Email: gmontero@hcc.edu

General Job Description:

Detailed List of Duties:

This position entails answering the phones, taking messages, filing, duplicating materials, and receiving visitors in reception area when staff is not available. The position will also include accompanying student to the financial aid, student services, and Registrar's office. Other duties may be 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.*

Skills and/or previous experience desired:

Some knowledge or skills performing clerical tasks required. Student should be able to relate to minority students in an academic environment. Student should have some computer skills and Bilingual is a plus.

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