

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: 1

Department or Organization: Institutional Development and Alumni Relations

Address (Off campus only):

Supervisor: Julie Phillips

Designee:

Office: Donahue 170

Office:

Phone: 413-552-2253

Phone:

Email: jphillips@hcc.edu

Email:

General Job Description:

Office assistant for the Institutional Development and Alumni Relations offices.

Detailed List of Duties:

With the use of the Raiser's Edge database (training will be provided); update addresses, phones, emails, etc., for alumni and donor records. Assist with mailing to alumni and donors. Use of Microsoft Word and Excel. Call alumni to verify facts for "class notes" submissions. Assist with Division clerical needs, filing, errands across campus, photocopying, etc.

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

Additional training in Raiser's Edge for more responsibilities in the Raiser's Edge database.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Confidentiality is of the utmost importance in this position. Accuracy and the ability to follow instruction is also essential.

Skills and/or previous experience desired:

Basic skills in Microsoft Word and Excel. Articulate. Able to speak on phone clearly. Good handwriting necessary.

Amount of supervision required: Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Occasional evening work option, but not often.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Julie Phillips
Print Name of Supervisor

Coordinator, Alumni Relations & Annual Giving
Title

Jan. 31, 2020
Date

Please return completed form to skapinos@hcc.edu