

303 Homestead Avenue
Holyoke, MA 01040
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Financial Aid Office
P: 413.552.2150
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**Federal Work Study
Job Description Form**

Job Title: Office Assistant

Desired No. of Hires:

Department or Organization: Online Program & Academic Initiatives

Address (Off campus only):

Supervisor: Karin Moyano Camihort

Designee: Marilyn Estrada

Office: Marieb 223

Office: Marieb 225

Phone: 413-552-2236

Phone: 413-552-2272

Email: kmoyanocamihort@hcc.edu

Email: mestrada@hcc.edu

General Job Description:

Office assistant to the Administrative Assistant.

Detailed List of Duties:

- Assist with compiling student evaluations
- Type general office correspondence
- File course materials
- Answer telephones and take messages accurately
- Handle incoming and outgoing mail
- Provide assistance with maintenance of office
- Organize and maintain office supplies
- Light cleaning of workroom

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.*

Student must maintain confidentiality.

Skills and/or previous experience desired:

Student should be punctual, cooperative, reliable, responsible and self-directed. General office experience preferred.

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

Please return completed form to skapinos@hcc.edu