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Financial Aid Office
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**Federal Work Study
Job Description Form**

Job Title: Clerical Assistant & Tour Guide
Department or Organization: Admissions
Address (Off campus only):

Desired No. of Hires:

Supervisor: Mark Hudgik
Office: Campus Center 148L
Phone: 413-552-2592
Email: mhudgik@hcc.edu

Designee: Bryn Nowell
Office: Campus Center 148D
Phone: 413-552-2243
Email: bnowell@hcc.edu

General Job Description:

Assist full-time staff with daily operations of the Admissions Office and conducting campus tours.

Detailed List of Duties:

Daily operations include, but are not limited to: filing, mailing, preparing packets, and other office tasks as required.

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:

Looking for a hard worker with strong communication and office skills, including, attention to detail, knowledge of computers, and strong organizational skills. Also must have the ability to multi-task and work independently.

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 listed above.

Completed and Submitted By:

Print Name of Supervisor

Title

Date