

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: Staff/Office Assistant

Desired No. of Hires: 1

Department or Organization: Success Initiatives

Address (Off campus only):

Supervisor: Michele Snizek

Designee: Lauren LeClair

Office: Campus Center 102A

Office: Campus Center 248B

Phone: 413-552-2268

Phone: 413-552-2816

Email: msnizek@hcc.edu

Email: lleclair@hcc.edu

General Job Description:

Provide the Coordinator of Success Initiatives with office support related to the planning, implementation, and assessment of programs such as New Student Orientation and Peer Mentoring Program.

Detailed List of Duties:

Greet and assist all who come into the office; pick-up and/or deliver work on the HCC campus; assist with all logistics for event planning such as NSO and Student Leader trainings; track program and event data; correctly label and file any paperwork; participate in retention initiatives and other events; assist with development of marketing materials, including printed and social media outlets; computer work as needed; other duties as assigned.

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

Data tracking and reporting; communication skills; marketing basics; event planning; time management.

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

Must effectively communicate with staff, faculty, and fellow students; will use computer software like all Microsoft Office programs; will keep all records safe and will not duplicate reports containing student ID numbers.

Skills and/or previous experience desired:

Pleasant attitude; People skills; willingness to assist students and staff; effectively interact and communicate with students, staff, and faculty; bring student perspective to projects to inform our planning; proactive attitude and ability to multi-task; accuracy in typing and proofreading; attention to detail; proficiency in Word and Excel.

People and communication skills; some graphic design and event planning background preferred; having attended NSO 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