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

**Job Title:** Office Assistant

**Desired No. of Hires:**

**Department or Organization:** Student Activities

**Address (Off campus only):**

**Supervisor:** Nelson Lopez

**Designee:** Elizabeth Golen

**Office:** Frost 224

**Office:** Campus Center 227B

**Phone:** 413-552-2349

**Phone:** 413-552-2418

**Email:** [nlopez@hcc.edu](mailto:nlopez@hcc.edu)

**Email:** [egolen@hcc.edu](mailto:egolen@hcc.edu)

**General Job Description:**

**Detailed List of Duties:**

Responsibilities include assisting student activities staff in promoting and implementing programs and coordinating leadership and club events. Other duties include:

Update Google Calendars  
Update Excel spreadsheets  
Communicate with clubs and staff advisors  
Introduce students to club information  
Assist with Activity Period on Wednesdays  
Assist with creative bulletin boards

**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:**

Eligible candidate would be a "self-starter". Other requirements include good interpersonal skills, consideration of responsibilities for direction of others, service to the public, and amount of confidentiality required.

**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