

303 Homestead Avenue
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Financial Aid Office
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**Federal Work Study
Job Description Form**

Job Title: Office Assistant/Receptionist

Desired No. of Hires:

Department or Organization: Thrive Student Resource Center

Supervisor: Nelson Lopez

Office: Frost 224

Phone: 413-552-2349

Email: nlopez@hcc.edu

Designee: Rosemary Fiedler

Office: Frost 233

Phone: 413-552-2785

Email: rfiedler@hcc.edu

General Job Description:

Greet and assist students and community members; schedule appointments and provide general information, and support daily office duties.

Detailed List of Duties:

Greet and assist guests, answer phones and take clear messages, schedule appointments and manage calendars. Prepare and distribute mailings. Use copier and fax machine. Support outreach and marketing efforts. Maintain files and database using MS Office and other software. General office work and other duties as assigned by Coordinator.

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

This position will provide a learning environment for enhancing communication skills (written, verbal, and interpersonal), organizational skills, and office etiquette and professionalism.

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

Must maintain confidentiality at all times as stated in the Confidentiality Agreement.

Skills and/or previous experience desired:

Willingness to assist a diverse population. Polite, professional, and pleasant attitude; effective interpersonal skills; telephone skills; computer skills and accuracy in typing; proofreading with attention to detail; and clerical skills such as filing and data entry.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

Tuesday, 8:30am-4:30pm; Wed. & Thur., 8:30am-1:00pm

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Print Name of Supervisor

Title

Date