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Holyoke, MA 01040
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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: Gateway to College

Address (Off campus only):

Supervisor: Vivian Ostrowski

Designee:

Office: Fine & Performing Arts 230

Office:

Phone: 413-552-2370

Phone:

Email: vostrowski@hcc.edu

Email:

General Job Description:

Detailed List of Duties:

Position involves assisting Gateway staff in daily operations including data entry, lunch management, filing, answering phones, copying, collating, creating/ updating bulletin board, running errands around campus, interacting with the public, transporting lunch items from cafeteria and Gateway, and transporting books/supplies from the bookstore to the Gateway program.

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:

Good communication, interpersonal skills, confidentiality, and good data base skills 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 listed above.

Completed and Submitted By:

Print Name of Supervisor

Title

Date