

**Federal Work Study
Job Description Form**

Job Title: Office Assistant

Desired No. of Hires: 1

Department or Organization: Student Affairs

Address (Off campus only):

Supervisor: Janet Aracena

Office: Frost 224

Phone: 413-552-2390

Email: jaracena@hcc.edu

Designee:

Office:

Phone:

Email:

General Job Description:

The Student Assistant will serve as a welcoming and helpful presence in the Office of Student Affairs, supporting a variety of tasks that enhance the student experience and promote campus engagement. This position is ideal for students who are enthusiastic, organized, and enjoy working in a dynamic, people-centered environment.

Detailed List of Duties:

Front Desk Support:

Greet and assist students, faculty, staff, and campus visitors in a professional and friendly manner. Answer general inquiries and direct individuals to appropriate resources or departments.

Campus Engagement:

Provide guided campus tours to prospective students, families, and guests. Update and maintain campus and community bulletin boards across campus with current and relevant information.

Event Support:

Assist with planning, setup, and takedown of Student Affairs events and activities. Help maintain an up-to-date calendar of events and ensure timely communication of event details.

Marketing & Communication:

Assist in the creation and distribution of flyers, posters, and digital postings for events and announcements. Support social media and outreach efforts as needed.

General Office Duties:

Perform clerical tasks such as filing, data entry, and organizing materials. Complete other duties as assigned that are appropriate to the role and support the mission of Student Affairs.

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 organization, time management, written and verbal communication skills, interpersonal skills (customer service), value of data tracking, public speaking, and goal setting.

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

Responsible for service to the campus community, confidentiality of services, and adherence to the HCC values.

Skills and/or previous experience desired:

Strong interpersonal and communication skills. Ability to work independently and as part of a team. Attention to detail and organizational skills. Familiarity with campus resources and a willingness to learn. Basic computer skills (e.g., Microsoft Office Canva, Google Workspace). Experience leading campus tours.

Amount of supervision required:

☒ Regular

☐ Occasional

☐ Minimal

Student employees are not permitted to work without any supervision.

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

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Janet Aracena

Print Name of Supervisor

Admin Assistant

Title

10/1/25

Date

Please return completed form to drosado@hcc.edu