

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: Office Assistant

Desired No. of Hires: 2

Department or Organization: Student Activities

Address (Off campus only):

Supervisor: Julissa Colon

Designee: Lindsey Pare

Office: Frost 226

Office: Campus Center 227

Phone: 413-552-2508

Phone: 413-552-2536

Email: jcolon@hcc.edu

Email: lpare@hcc.edu

General Job Description:

A "Student Activities Work Study" job description at Holyoke Community College (HCC) would entail assisting the Student Engagement office with various tasks related to planning, promoting, and executing student events, clubs, and activities, while primarily focusing on administrative support.

Detailed List of Duties:

- Front desk coverage: greeting visitors, providing information about student activities, clubs, and events
- Assist with maintaining accurate records of student involvement, tracking event attendance, and updating databases
- Assist with the creation of bulletin boards, flyers, bathroom newsletters, and more.
- Calendars Update
- Communicate with clubs and staff advisors

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:

Lindsey Pare

Print Name of Supervisor/Designee

Student Engagement Coordinator

Title

10/01/2026

Date

Please return completed form to drosado@hcc.edu