

**Federal Work Study
Job Description Form**

Job Title: Office Assistant (Work-Study)

Desired No. of Hires: 1

Department or Organization: Business and Community Services

Address (Off campus only):

Supervisor: Jeff Hayden

Office: KC 319

Phone: 2587

Email: jhayden@hcc.edu

Designee: Arvard Lingham

Office: KC221

Phone: 2320

Email: jhayden@hcc.edu

General Job Description: Basic Office duties, customer service assistance

Detailed List of Duties: Mailing, filing, deliveries to and from Office Services, general office needs of the dept including restocking promotional material dispensers across the campus but especially Kittredge Center etc. Some interaction with guests and other students is possible given the location in the Kittredge Center

Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth, if rehired. Assisting with the front desk reception, basic customer service skills, answering questions or routing inquiries at the desk to the offices down the hall. Excel skills may be an advantage as well

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: Basic Work ethic, on time, accurate work output, reliability, dependable

Amount of supervision required:

☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Normal business hours, 9am-3pm

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Arvard Lingham

Print Name of Supervisor

Executive Director

Title

7/13/26

Date