HOLYOKE COMMUNITY COLLEGE
Holyoke, MA 01040
413.538.7000

Assigned Grade Level ____
(FAO use only)

www.hcc.edu

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

Federal Work Study
Job Description Form

Job Title: People & Talent Work Study
Department or Organization: Dept. of People & Talent
Address (Off campus only):

Desired No. of Hires: 1 or 2

Supervisor: Sandy Womeldorf
Office: Dept. of People & Talent
Phone: X2554
Email: swomeldorf@hcc.edu

Designee: Rick Tremblay
Office: Dept. of People & Talent
Phone: X2219
Email: rtremblay@hcc.edu

General Job Description:

The Department of People & Talent is seeking a dependable, organized, and detail-oriented Work-Study student to provide administrative and operational support to the department.

Detailed List of Duties:

1. Provide general administrative support, including filing, scanning, copying, data entry, and document organization.
2. Help prepare flyers, presentations, and other departmental communications.
3. Assist with planning and coordinating employee engagement activities, recognition events, and departmental initiatives.
4. Assist with organizing office supplies and maintaining an orderly work environment.
5. Provide reception support by greeting visitors and directing inquiries appropriately.
6. Assist with special projects and other duties as assigned.

Opportunities for Advancement:

Please list those duties an employee can expect to learn in terms of job growth, if rehired.

The work study student will be exposed to general HR operations, employee engagement and office administration.

Responsibility Involved:

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

There will be a certain amount of confidentiality required with this position. Must work well with the public.

Skills and/or previous experience desired:

- Strong organizational skills and attention to detail.
- Good written and verbal communication skills.
- Basic computer proficiency, including Microsoft Office applications.
- Ability to handle assignments responsibly and work independently.
- Professionalism, dependability, and a willingness to learn.
- Ability to maintain confidentiality and recognize when information should be referred to a full-time HR staff member.

Amount of supervision required: ☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Hours will be M-Th. Mornings preferred.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Sandra Womeldorf	People & Talent Coordinator	11-5-26
Print Name of Supervisor	*Title*	*Date*

Please return completed form to drosado@hcc.edu