HOLYOKE COMMUNITY COLLEGE

Assigned Grade Level ____

(FAO use only)

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Federal Work Study
Job Description Form

Job Title: SSA&H Office Assistant (Media/Campus Outreach/Admin/Research) **Desired No. of Hires:** 1-2
Department or Organization: Social Science, Arts & Humanities (SSA&H) – Division Office

Supervisor: Margaret Downing, Associate Dean
Office: DON 370
Phone: (413)552-2557
Email: mdowning@hcc.edu

Designee: Justin Burch
Office: DON 370
Phone: 413.552.2270
Email: jburch@hcc.edu

General Job Description:
The SSA&H Office Assistant supports the division office with all aspects of administrative work, tailored around the FWS student's educational and/or professional interests.

Detailed List of Duties:
The SSA&H Office Assistant works with the SSA&H Division Dean Team in support of fulfillment of the Division needs. Under the advisement of the Division Dean Team, based on need and skills alignment, the FWS student's duties may include:

- Development and promulgation of flyers and other media
- Completion of relevant research tasks
- Assistance with development of student + divisionwide events
- Support of Division newsletter development
- Retrieval of mail and documents from Office Services (Frost 225) and distribute to DON 370 and FPA 210
- Organization and cataloging of non-confidential division documents
- Work on departmental mailing lists
- 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 SSA&H Office Assistant will learn and apply skills that relate to the management of an academic division office; based on division need and student interest, these include (but are not limited to) support with administrative, research, writing, event planning, and media/design tasks. Students will work on time management, professional development, and mentoring, skills directly applicable to all careers.

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

The Work Study student works with the Division Dean Team, a role that requires engagement with others and professional discretion. Training will be provided.

Skills and/or previous experience desired:

Previous office experience is useful, but not required, for this role. We are looking for candidates who are hardworking, amenable to feedback and direction, committed to a weekly schedule, and in possession of good interpersonal skills.

Amount of supervision required: ☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Flexible, between 8am-3pm

How to Apply: Please email Margaret Downing at mdowning@hcc.edu to set up an interview. Be ready to bring your school schedule and your Federal work study award letter to your interview.

Completed and Submitted By:

Adina Giannelli	Dean of Social Science, Arts & Humanities	November 10, 2026
Print Name of Supervisor	*Title*	*Date*

Please return completed form to drosado@hcc.edu,