



Student Financial Services  
Building 19, Rm. 286  
One Armory Square  
Suite 1, PO Box 9000  
Springfield, MA 01102-9000  
(413)755-4214  
Email: [sfs@stcc.edu](mailto:sfs@stcc.edu)

---

## Federal Work Study Job Description Form

**Job Title:** Work Study **Desired No. of Hires:** 1  
**Department or Organization:** Academic Advising and Transfer Center  
**Address (Off campus only):**

**Supervisor:** Jasmine Herman  
**Office:** 19/267  
**Phone:** x5252  
**Email:** [jherman@stcc.edu](mailto:jherman@stcc.edu)

**Designee:** Wilma Tynes  
**Office:** 19/266B  
**Phone:** x5172  
**Email:** [WETynes@stcc.edu](mailto:WETynes@stcc.edu)

**General Job Description:**

Office Assistant

**Detailed List of Duties:**

Answering phones, making appointments, assisting advisors with projects/events, utilizing office machinery, running errands, answering student inquiries

**Opportunities for Advancement:** *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Building data entry and customer service skills, creating and formatting documents and flyers, organizational and time management skills.

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

Confidential, limited access to student information. Direct service to the public. Use of office machinery (copier, multiline phones, PC). No supervisory responsibility.

**Skills and/or previous experience desired:**

Office and/or customer service experience (1 year or greater), and/or current major BUSN/OAAP/CLER.

**Amount of supervision required:**  Regular  Occasional  Minimal

*Student employees are not permitted to work without any supervision.*

**Hours desired to cover (evening, weekend, etc.):**

Advising and Transfer Center hours are M-Th 8am-5pm, F 8am-4pm. No remote option.

**How to Apply:** Contact supervisor/designee listed above.