

Federal Work Study Job Description Form

Job Title: Administrative Assistant

Department or Organization: Admissions

Address (Off campus only):

Supervisor: Bonnie MacKay

Office: Admissions

Phone: 413-755-4391

Email: mackay@stcc.edu

Desired No. of Hires: 1-2

Designee: Bonnie MacKay

Office: Admissions

Phone: 413-755-4391

Email:

General Job Description: Customer Assistance (Counter and phones), Campus Tours & General Office/Staff Support

Detailed List of Duties: Answering student questions, directing students to appropriate offices, providing students and families with general tours of the campus, assembling marketing materials for Admissions Counselors, filing and general office work to include making phone calls as needed for Admissions.

Opportunities for Advancement: Office support tasks can be elevated and added with demonstrated enthusiasm, initiative and competency.

Responsibility Involved: The chosen work-study student(s) will have limited access to student's personal information but will be bound by the same FERPA laws as we all do.

Skills and/or previous experience desired: Customer service experience required, operation of general office equipment preferred.

Amount of supervision required: Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Anytime between 11AM – 5PM with respect to student's class schedule.

How to Apply: contact Bonnie MacKay/designee listed above.