

**Federal Work Study  
Job Description Form**

**Job Title:** Administrative Assistant

**Desired No. of Hires:** 3

**Department or Organization:** Career Services

**Address (Off campus only):**

**Supervisor:** Nathan Andary

**Office:** Career Services

**Phone:** 413.755.5419

**Email:** nandary2401@stcc.edu

**Designee:**

**Office:**

**Phone:**

**Email:**

**General Job Description:**

Student Administrative Assistant for Career Services Office

**Detailed List of Duties:**

**DUTIES**

- Effective Customer Service
- Responds to all phone messages and emails
- Represents the values & mission of the Career Services Office
- Assists Students with career readiness requests
- Guides students & alumni to Career Services Office resources
- Monitors student sign-in and progress within Career Coach
- Provide regular job/internship postings to the STCC community
- Logs student job/internship placements
- Logs all student and employer interactions
- Provides support to staff
- Creates flyers and/or social media posts for marketing events & workshop
- Assists in the planning and implementation of Career Fairs and Internship Fairs
- Supports Career Services Office policies
- Maintains confidentiality
- Other duties as assigned

**Qualifications**

- Must provide a course schedule for Fall 2025-Spring 2026 Financial Aid Award Letter
- Must be a current STCC student with Financial Aid Federal Work-Study for the Fall 2025-Spring 2026 Academic Year
- GPA of 2.5 or higher
- Availability: Up to 20 hours a week, Mon.–Fri. between the hours of 9:00 AM–4:30 PM and some weekend work

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

n/a

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Microsoft Office / Google Suite
- Excellent customer service
- Good communication skills
- Attention to detail
- Must be dependable and professional

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

Administrative experience desired.

**Amount of supervision required:**

☒ Regular

☐ Occasional ☐

Minimal

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

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

Mon.–Fri. between the hours of 9:00 AM–4:30 PM

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

Completed and Submitted By:

Nathan Andary  
*Signature of Supervisor or Division Dean*

Director of Career Services  
*Title*

July 16, 2025  
*Date*