STCC
Springfield Technical Community College

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Federal Work Study
Job Description Form

Job Title: Office Assistant   **Desired No. of Hires:** 1

Department or Organization: Gateway to College

Address (Off campus only):

Supervisor: Katara Robinson	**Designee:**
Office: Building 8/Room 206	**Office:**
Phone: 413-755-4480	**Phone:**
Email: knrobinson@stcc.edu	**Email:**

General Job Description:
Perform general office support tasks and offer guidance/support for students

Detailed List of Duties:
Perform office support tasks such as, filing, making copies, scanning, data entry, tracking missing application materials, follow-up with applicants about paperwork needed, field phone calls, assist with book distribution, word processing, faxing, shredding, run errands, retrieve, sort, and distribute mail, track and monitor supplies needed, support front desk operation, and assist the Gateway to College team with any related duties as assigned.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*
Use of office equipment, scheduling, using multiple phone lines, tracking book inventory, customer service, data entry, general knowledge about the Gateway to College program

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*
Sharing info about the GtC program, customer service, assisting students, some confidentiality required.

Skills and/or previous experience desired:
Knowledge of the Gateway to College program, exp with Microsoft word/excel, google suite

Amount of supervision required: ☒ Regular   ☐ Occasional   ☐ Minimal
Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Up to 15 hrs/week- 3 to 4 hours a day (days)

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