



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

Federal Work Study Job Description Form

Job Title: OFFICE CLERK

Desired No. of Hires: 4

Department or Organization: STUDENT ACTIVITIES AND DEVELOPMENT

Address (Off campus only):

Supervisor: ANDREA TARPEY

Designee: INGRID CAINE

Office: STUDENT ACTIVITIES B19/129

Office: STUDENT ACTIVITIES B19/129

Phone: 413.755.4847

Phone: 413.755.4912

Email: tarpey@stcc.edu

Email: icaine@stcc.edu

General Job Description:

WE ARE REQUESTING 4 WORK STUDY STUDENTS TOTAL FOR OUR AREA.

- **2 for STUDENT AMBASSADOR PROGRAM***: CUSTOMER SERVICE, ASSIST WITH MEETINGS, OFFICE FUNCTIONS AND EVENTS. Act as Student Ambassador Program Chair and Co-Chair – assisting with meeting organization and implementation, in addition to office duties listed.
**Must be a Student Ambassador for these positions.*
- **2 for STUDENT ACTIVITIES OFFICE**: ASSIST WITH ALL FUNCTIONS OF STUDENT ACTIVITIES - INCLUDING, BUT NOT LIMITED TO, CUSTOMER SERVICE, CREATING FLYERS, POSTING POSTERS AND FLYERS, ASSISTING WITH EVENTS AND GENERAL OFFICE DUTIES (including trip and ticket sales). ONE WORK STUDY WILL ALSO BE ACTING AS THE RAM MASCOT WHEN NEEDED.

Detailed List of Duties:

- Answer questions and assist customers.
- Pop/sell Popcorn – clean machine.
- Help with event preparation.
- Assist with assembling mailings that go out to students.
- Assist with duties as assigned at events.
- Sell tickets to local venues and trip tickets.
- Create and post flyers and posters.
- Assist with informational presentations and staffing tables for our area.

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

- Additional office responsibilities and independence. More work with organizing and planning of events and details. Contacting vendors, reserving space and working with volunteers could be great opportunities for advancement and skill building.



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

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

- See above

Skills and/or previous experience desired:

Customer Service and ability to use CANVA would be helpful, but not required.

Amount of supervision required: ☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

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

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:



Signature of Supervisor or Division Dean

Coordinator of Student Activities

Title

7/29/2025

Date