

Federal Work Study Job Description Form

Job Title: TRIO SSS Work Study
Department or Organization: TRIO Student Support Services
Address (Off campus only):

Desired No. of Hires: 2

Supervisor: Omeiry Cruz
Office: Building 19, Room 266
Phone: 413-755-4718
Email: TRIO@stcc.edu

Designee: Wilma Tynes
Office: Building 19, Room 266B
Phone: 413-755-5172
Email: wetynes@stcc.edu

General Job Description:

College Aide – provide clerical support to TRIO Clerk III; answer telephone, greet visitors to the TRIO office, provide assistance to the TRIO Peer Advisor with preparing materials for workshops and Fun Fridays.

Office Assistance – provide clerical support to TRIO Clerk III; make copies, retrieve mail, assist with scheduling appointments for TRIO participants, answer phones, greet visitors, support TRIO staff with activities and events.

Detailed List of Duties:

Same as above.

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

Build professional skills such as public relations, business ethics, Microsoft/Google suites, cultural competency, content development, and project planning/coordination.

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

Provide interested STCC students information and services of TRIO SSS, navigate students to appropriate departments when needed; maintain 100% confidentiality with all student documents; assist TRIO staff with clerical tasks (making copies, answer telephone, gather materials for workshops).

Skills and/or previous experience desired:

Some office/clerical experience – 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.):

Monday, Tuesday & Thursday anytime between 8 a.m.-5 p.m.; Friday between 8 a.m.-4 p.m.

How to Apply: Contact supervisor/designee listed above.