

Federal Work Study Job Description Form

Job Title: Work Study

Desire No. of Hires: 1

Department or Organization: Testing and Assessment

Address (Off campus only):

Supervisor: Lydia Flores

Designee: Maria Fonseca

Office: 19/238

Office: 19/238

Phone: 413-755-4634

Phone: 413-755-4657

Email: lflores@stcc.edu

Email: mlfonseca@stcc.edu

General Job Description: office duties

Detailed List of Duties: Proctor, answering phones, running errands, mail, copies, cleaning computers and put papers and pencil and each computer etc.

Opportunities for Advancement: enhance customer service skills, office duties

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required. Customer service experience, Confidential and use of copier machine.

Skills and/or previous experience desired: office duties/skills

Amount of supervision required: Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): 15 hours working regular hours per week

How to Apply: Contact supervisor/designee listed above.