



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: Administrative Assistant

Desired No. of Hires: 2

Department or Organization: Career Services

Address (Off campus only):

Supervisor: Nathan Andary

Designee:

Office: Career Services

Office:

Phone: 413.755.5419

Phone:

Email: nandary2401@stcc.edu

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 2024-Spring 2025 Financial Aid Award Letter
- Must be a current STCC student with Financial Aid Federal Work-Study for the Fall 2024-Spring 2025 Academic Year
- GPA of 2.5 or higher
- Availability: 20 hours a week, Mon.–Fri. between the hours of 8:00 AM–6:00 PM and some weekend work



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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
- Excellent customer service
- Good communication skills
- Attention to detail
- Must be dependable and professional

Skills and/or previous experience desired:
n/a

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 8:00 AM–6:00 PM

How to Apply: Contact supervisor/designee listed above.