



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: Lead Office Assistant

Desired No. of Hires: 2

Department or Organization: Student Affairs, Lead

Address (Off campus only):

Supervisor: Kiana Torres

Designee:

Office: Lead

Office:

Phone: 413-755-4760

Phone:

Email: Kytorres0001@stcc.edu

Email:

General Job Description:

We are seeking a motivated and detail-oriented student to join our team as a Student Office Assistant through our work-study program. This role provides an excellent opportunity to gain practical experience in office administration while supporting our efforts to promote The Lead Program. The Office Assistant will assist in executing various administrative tasks including welcoming visitors, managing check-in and check-out processes, supporting recruitment efforts, maintaining cleanliness, monitoring supplies, and aiding in communication efforts. Additionally, the assistant will provide support during events by assisting with logistics, participant registration, and ensuring smooth event operations.

Detailed List of Duties:

- Welcome visitors and provide them with information about the Lead Program
- Manage check-in and check-out processes for visitors and participants
- Assist in recruitment efforts by distributing promotional materials and answering inquiries
- Maintain cleanliness and organization of the office space
- Monitor and replenish office supplies as needed
- Aid in communication efforts by responding to phone calls in a professional manner
- Communicate with office staff and the Administrative Assistant to ensure smooth operations
- Assist with events logistics, including setting up and breaking down event space
- Schedule appointments with office staff for students and visitors
- Collect and distribute mail from the mailroom
- Participate in internal and external events in order to promote the program.
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Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth, if rehired.

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

