



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: MILE Office Assistant

Desired No. of Hires: 2

Department or Organization: Student Affairs, MILE

Address (Off campus only):

Supervisor: Kiana Torres

Designee:

Office: MILE

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 MILE 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 MILE 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.



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Skills and/or previous experience desired:

- Enrolled at least Part-Time (6 Credits or More)
- A cumulative GPA of at least 2.5
- Work-Study Eligible
- Be an active participant in the MILE Program
- Commitment to promoting diversity, equity, and inclusion within the program and community
- Availability to attend and support all major MILE program events and activities.
- Willingness to learn and take initiative in improving office processes and support tasks

Amount of supervision required:

Regular

Occasional

Minimal

Student employees are not permitted to work without any supervision.

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

Schedule: Up to 12-15 hours per week, Monday through Friday, between 8:00 AM to 5:00 PM.

(Supervisor will collaborate with the student to establish a schedule that accommodates both parties.)

How to Apply: Contact supervisor/designee listed above.