

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

*Class Title:* Part-Time Federal Work Study Assistant

*BOT Date:* July 18, 2001

*Level:* 1

*FLSA Status:* NE

*Class Code:* Z0102

*Adm. Rev.:*

### GENERAL DESCRIPTION

Routine, simple tasks not requiring specialized knowledge or skills. Work tasks and responsibilities are standardized, restricted in scope, and well defined.

Duties and tasks may include, but are not limited to Key Responsibilities referenced below:

### KEY RESPONSIBILITIES

### % OF TIME

1. General clerical duties such as light typing, maintaining simple logs, or filing.
2. May provide office reception and greet visitors.
3. May serve as messenger clerk/courier.
4. May assist with special events such as opening meeting rooms, arranging for equipment and supplies.
5. May duplicate, assemble, mail or fax documents.
6. May assist in Physical Plant support.
7. Performs other similar and related duties as required.

<i>Class Title:</i> Part-Time Federal Work Study Assistant	<i>Class Code:</i> Z0102	<i>Level:</i> 1
KEY JOB REQUIREMENTS		
<i>Education:</i>	Current HCC Student status required.	
<i>Experience:</i>	Not required, but helpful.	
<i>Complexity:</i>	Duties are routine in nature, and follow standard procedure. Problems are resolved by reporting them to the supervisor.	
<i>Communications with Others:</i>	Good interpersonal skills.	
<i>Supervision of Others:</i>	None.	
<i>Working Conditions/ Physical Effort:</i>	Work may be performed in administrative offices, buildings and grounds, computer centers, academic settings such as libraries, labs, test centers, or athletic environments, mailrooms, switchboards, or duplicating centers.	

