

**Holy Cross College**  
**Student Employment**  
**Fall 2019**

**Title:**        **Faculty Assistant**

**Department:** Academics

**Supervisor:** Phyllis Scott

**Email:**        [pscott@hcc-nd.edu](mailto:pscott@hcc-nd.edu)

**Schedule:**    Approximately 10 hours per week to be determined with the supervisor

**Rate of pay:** \$7.25 per hour

**Location:**    Vincent Faculty Reception

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**Purpose**

Provide administrative support to the Faculty Administrative Assistant. The employee in this job must professionally respond to guest's inquiries regarding various issues on advising appointments, directions, faculty and/or adjunct office locations or office hours, etc. These employees will need to interact both with people in person and with incoming phone messages.

**Essential Job Duties:**

- Engage proactively with people entering the Reception Area needing information; assist with inquiry or pass on to an appropriate party for clarification
- Answer telephones promptly and professionally handling the caller's request or transferring call as necessary; direct the caller or visitor to requested location or person on campus
- Provide general administrative assistance as necessary to serve the needs of other college faculty, staff and administration
- Other duties as assigned

**Minimum Education, Skills and Abilities:**

- Excellent interpersonal, written, and oral communication skills
- Ability to work with a minimum of direct supervision