

**Federal Work Study
Job Description Form**

Job Title: Student Assistant
Department or Organization: Thrive Center
Address (Off campus only):

Desired No. of Hires: 3-6

Supervisor: Thomas Stewart
Office: 203 Bartley Center
Phone: 413-552-2162
Email: tstewart@hcc.edu

Designee: Ben Ostiguy
Office: 201 Kittredge Center
Phone: 413-552-2349
Email: bostiguy@hcc.edu

General Job Description:

Responsible for assisting Thrive Center staff with the day-to-day operations of a food pantry and resource center serving students seeking assistance accessing food, housing, health care, and financial counseling.

Detailed List of Duties:

Student Assistants are responsible for a range of administrative and clerical duties, including: reception, responding to phone calls and emails, scheduling appointments, data entry, stocking and inventorying shelves, replenishing grab-n-go snacks, opening and closing the office, orienting students to Thrive Center policies and procedures, and other related duties as assigned.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

At this time there are no opportunities for advancement at the Thrive Center, but students will acquire strong transferable experience with relevance to career fields such as higher education, social work, and nonprofits.

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

Student Assistants will be responsible for guiding students through checking-in or registering with the Thrive Center, requesting groceries and other supplies from the food pantry, and scheduling appointments with Thrive staff. Student Assistants must be familiar with basic computer operation, including logging on to a PC and managing email and electronic calendars. Student Assistants are expected to be able to lift bags and boxes of food/household goods weighing upwards of 20 lbs. Like all HCC employees, Student Assistants are required to comply with the Federal Education Rights Privacy Act (FERPA) and show respect and empathy towards all who visit the Thrive Center.

Skills and/or previous experience desired:

We are looking for applicants with well developed communication and interpersonal skills, strong attention to detail, a record of reliability, and a willingness to take direction and learn. Previous work experience is not required, but applicants with records of work/volunteerism in food pantries, homeless shelters, and other relevant areas may receive priority.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

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

The Thrive Center is open from 8:30 AM to 4:30 PM, Monday through Friday. We are looking for Student Assistant coverage between 8:30 AM and 4:30 PM, Monday through Friday.

How to Apply: Contact designee listed above.

Completed and Submitted By:

Ben Ostiguy

Thrive Center Coordinator

August 9, 2024

Print Name of Supervisor

Title

Date

Please return completed form to drosado@hcc.edu