

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

**Federal Work Study
Job Description Form**

Job Title: Foundations of Health Work Study: Peer Mentor & Program Assistant

Desired No. of Hires: 2

Department or Organization: Foundations of Health

Address (Off campus only): NA

Supervisor: Laura Christoph, Ph.D.

Designee: Kathy Trombley

Office: 231 Marieb

Office: Health Sciences Division, CHE

Phone: 413-230-0157 (I have not been designated office phone)

Phone: 413-552-2467

Email: lchristoph@hcc.edu

Email: ktrombley@hcc.edu

General Job Description:

Position will provide peer mentoring and administrative support within the Foundations of Health Program.

Detailed List of Duties:

Position includes both peer mentoring work (completing Strive/OSDDS training, meeting with current students to promote success in health science classes, connecting with campus resources, providing weekly hours of tutoring/student support to FOH students), AND providing administrative support to faculty and staff by copying, filing, faxing, creating/ organizing documents, creation of marketing materials for program, creating bulletin boards and public displays. Other duties include assisting with communication to students in the program via phone, email, or social media sites. Also opportunities to work in a classroom with faculty and/or additional peer advising, as desired.

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

Students will gain skills in peer mentoring, communication, working in a classroom setting, general administrative duties, and experience with data entry. Demonstration of leadership skills in previous employment, volunteer, or classroom experience; ability to assist with building peer mentoring program, ideally recruiting and training other volunteers as well to support FOH students, including FOH Alumni.

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

Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required. Position requires familiarity or ability to adhere to FERPA, as well as maintaining confidentiality at all times, as this role requires access to confidential student information and direct contact with students who may disclose additional personal, confidential information.

Skills and/or previous experience desired:

Friendly, confident, individual who is detail oriented, a strong communicator, and enjoys working with other people as part of a team and also independently. It's also important to be competent in Microsoft Office and also interested in learning about how a large program operates. Our Department is always open to new ideas and ways to better support students!

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

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

Daytime hours with occasional evenings or weekends

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Laura Christoph

Department Chair, Foundations of Health

July 30, 2021

Print Name of Supervisor

Title

Date

Please return completed form to drosado@hcc.edu