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**Federal Work Study
Job Description Form**

Job Title: Project Assistant

Desired No. of Hires: 1

Department or Organization: Marieb Adult Learner Success Center

Address (Off campus only):

Supervisor: Anne Morales Medina

Designee:

Office: CC 148

Office:

Phone: 413.552.2382

Phone:

Email: amedina1@hcc.edu

Email:

General Job Description:

Assist with creation and implementation of special events, with a particular focus on events in the Parent Learning Center (PLC). Help Coordinator with day-to-day operations of the Marieb Adult Learner Success Center (MALSC) including greeting students and assisting with check-in/scheduling appointments, restocking the kitchen, and light cleaning of the Parent Learning Center. Perform other office and project duties relating to student programming and outreach at the MALSC.

Detailed List of Duties:

Assist students with check-in and scheduling appointments; create and distribute flyers for events; facilitate kid-centered activities in the Parent Learning Center; restock kitchen when needed; maintain organization of the Parent Learning Center.

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.*

- Confidentiality of student records and information
- Assists the MALSC team with special events and projects

Skills and/or previous experience desired:

Strong oral and written communication skills; ability to maintain confidentiality with student information; proficiency with Google Workspace and Navigate 360, experience working with children a plus.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

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

Availability during activity period (Wednesdays 11-12:15), ability to work one evening until 6 PM, otherwise flexible.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Anne Morales Medina

Associate Director of Recruitment & Enrollment Management

1/30/25

Print Name of Supervisor

Title

Date

Please return completed form to drosado@hcc.edu