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**Federal Work-Study**  
**Job Description Form**

**Job Title:** Pathways Student Ambassador

**Desired No. of Hires:** 2

**Department or Organization:** Integrative Learning Department (ILD)

**Address (On campus only):**

**Supervisor:** Irma Medina

**Designee:** Pathways Coordinator (starts on Jan 21, 2025)

**Office:** DON 270

**Office:** DON 270

**Phone:** 552-2857

**Phone:**

**Email:** imedina@hcc.edu

**Email:** Camille Close/cclose@hcc.edu

**General Job Description:**

**Eligibility:** Must have direct academic experiences in and successfully completed a Community-Based Learning, Honors, or Learning Community courses. be currently enrolled in the Honors Program *or* have successfully completed Learning Community classes.

**Position Summary:**

The Pathways Student Ambassador (PSA) will serve as a peer representative and advocate for the Academic Internship, Community Based Learning, Honors Program and Learning Community initiatives. Ambassadors will engage with their peers to promote these programs, support student success, and foster a sense of community among program participants. **Also, PSA will represent the department at HCC related events and activities.** This is an excellent opportunity for students who are passionate about leadership, outreach, and creating connections within the college community.

Under the direct supervision of the IL Director and the Senior Program Coordinator of Pathways Program

**Detailed List of Duties:**

**Key Responsibilities:**

- Act as a liaison between students and IL programs' staff to share resources, opportunities, and information regarding the Academic Internship, Community Based Learning, Honors Program and Learning Community.
- Promote awareness of the programs' benefits through peer engagement, presentations, and campus events (Program Day, ASD etc).
- Provide guidance and support to students interested in or participating in the Honors Program or Learning Community classes.
- Assist in planning and facilitating events, workshops, and outreach activities.
- Offer peer mentoring by answering questions and sharing personal experiences to encourage academic success and program participation.
- Host at least one Peer Panel per semester.

- Recruitment activities as assigned by the IL Director
- Support program staff with administrative tasks as needed (e.g., outreach emails, event setup, surveys).

**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.*

**Skills and/or previous experience desired:**

- interpersonal skills and problem-solving ability;
- Familiar with one of the IL programs: Honors, Learning Community, **OR** Community-Based Learning courses
- Ability to work independently and as part of a team;
- Ability to multi-task, set priorities, and maintain a positive attitude
- Ability to communicate well, both orally and in written format
- Good organizational skills with strict attention to detail and accuracy;
- Ability to collect, organize, and handle confidential documents;
- Ability to contribute to social media presence for the IL Department

**Amount of supervision required:**

Regular     Occasional     Minimal

*Student employees are not permitted to work without any supervision.*

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

Monday-Friday daytime

**How to Apply:** Contact supervisor/designee listed above.

**Completed and Submitted By:**

Irma Medina  
 \_\_\_\_\_  
*Print Name of Supervisor*

IL Director  
 \_\_\_\_\_  
*Title*

1/8/2025  
 \_\_\_\_\_  
*Date*

*Please return completed form to [drosado@hcc.edu](mailto:drosado@hcc.edu)*