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Financial Aid Office  
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## Federal Work Study Job Description Form

**Job Title:** Peer Mentorship Assistant  
**Department or Organization:** OSDDS  
**Address (Off campus only):**

**Desired No. of Hires:** 2

**Supervisor:** Andrea Hojnacki  
**Office:** DON 135  
**Phone:** 413-552-2582  
**Email:** ahojnacki@hcc.edu

**Designee:** TBD  
**Office:**  
**Phone:**  
**Email:**

**General Job Description:** The Peer Mentorship Assistant supports peer mentoring and coaching initiatives led by OSDDS staff.

**Detailed List of Duties:** Provide support to peer mentoring groups supported by OSDDS and MAIHE, under the leadership of professional staff advisors. Provide direct training and support to students on basic technology, Assistive Technology, and HCC LMS/platforms. Coach students working on the development of essential college skills for success, which may include: self-advocacy, Executive Functioning skills, communication, and social engagement. Complete related tasks as assigned.

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

Student employees may expect to develop increased awareness and skills for supporting the development of Executive Functioning skills and student self-determination and self-advocacy skills.

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

Student employee will be responsible for: leading and/or supporting student mentor activities, workshops, and “walk in” style skills coaching; following department guidelines, procedures, and processes for recording student participation, student progress, reporting to designee professional staff, and securing equipment and technology owned by OSDDS or the college. Confidentiality is required.

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

Previous experience working with students with disabilities and assistive technology is desired. Strong communication skills and ability to collaborate with staff and students is required.

**Amount of supervision required:**

Regular     Occasional     Minimal

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

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

Hours may vary, and will be determined by the student employee, mentorship advisors, and Director of OSDDS. Scheduling will be during weekdays, no earlier than 9:00 a.m. and no later than 4:00 p.m.

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

**Completed and Submitted By:**

\_\_\_\_\_  
Andrea Hojnacki  
*Print Name of Supervisor*

\_\_\_\_\_  
Director, OSDDS  
*Title*

\_\_\_\_\_  
August 8, 2023  
*Date*

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