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**Federal Work Study
Job Description Form**

Job Title: Project Assistant

Desired No. of Hires: 2

Department or Organization: Academic Affairs

Address (Off campus only):

Supervisor: Nicole Hendricks

Designee:

Office: Western Mass CORE

Office:

Phone: 413-552-2175

Phone:

Email: nhendricks@hcc.edu

Email:

General Job Description: Assist CORE staff in planning & carrying out special student events and activities. Help oversee and manage displays and bulletin boards announcing events, activities, and posting positive messaging. Welcome new and current CORE students assisting them with program paperwork, address questions, and refer them to their CORE Academic Advisor, as needed. Perform other office and project duties relating to student programming and CORE objectives.

Detailed List of Duties: Special projects and activities support for the CORE program: Creating flyers, making calls via Google Voice, event reminders, CORE Newsletter event and activity announcements, Student spotlights on: bulletin boards, CORE Newsletter and social media platform (FB), and attending zoom team meetings.

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 files and information.

Assists the CORE Team in special events/projects.

Responsible for CORE laptop/iPad, if applicable.

Skills and/or previous experience desired: Confidentiality required; Good oral and written communication skills; knowledge of Microsoft Excel, Word; E-mail, Google documents/hangout/chat/voice, Zoom/WebEx capabilities. In addition, applicants must have the ability to take direction from others.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

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

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Nicole Hendricks
Print Name of Supervisor

Title

8/8/2023
Date