

**Federal Work Study  
Job Description Form**

**Job Title:** Project Assistant

**Desired No. of Hires:** 1

**Department or Organization:** Academic Affairs

**Address (Off campus only):**

**Supervisor:** Elsie Rodriguez-Garcia

**Designee:** Michelle Blanchard

**Office:** TRIO Programs

**Office:** TRIO Student Support Services

**Phone:** 413-552-2610

**Phone:** 413-552-2505

**Email:** erodriguez@hcc.edu

**Email:** mblanchard1@hcc.edu

**General Job Description:**

Assist Counselors 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 TRIO students assisting them with program paperwork, address questions, and refer them to their TRIO Academic Counselor, as needed. Perform other office and project duties relating to student programming and TRIO objectives.

**Detailed List of Duties:**

Special projects and activities support for TRIO programs: Creating flyers, making calls via office phone, event reminders, TRIO Newsletter event and activity announcements, Student spotlights on: bulletin boards, TRIO 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 TRIO Team in special events/projects.

Responsible for TRIO 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:**

Elsie Rodriguez-Garcia

TRIO SSS Director

January 26, 2024

*Print Name of Supervisor*

*Title*

*Date*

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