

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

**Federal Work Study
Job Description Form**

Job Title: Peer Mentor & Program Assistant
Department or Organization: Foundations of Health
Address (Off campus only):

Desired No. of Hires: 1

Supervisor: Clare Lamontagne
Office: Center for Health Education 203
Phone: 413-552-2288
Email: clamontagne@hcc.edu

Designee: Kimberly Slepchuk
Office: Marieb 215
Phone: 413-552-2108
Email: kslepchuk@hcc.edu

General Job Description:

Detailed List of Duties:

Position includes both peer mentoring work (completing Strive/OSDDS training, meeting with current students to promote success in health science classes, connecting with campus resources, providing weekly hours of tutoring/student support to FOH students), AND providing administrative support to faculty and staff by copying, filing, faxing, creating/ organizing documents, creation of marketing materials for program, creating bulletin boards and public displays. Other duties include assisting with communication to students in the program via phone, email, or social media sites. Also opportunities to work in a classroom with faculty and/or additional peer advising, as desired. Some data entry using Microsoft Excel will be required and/or Survey Monkey.

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

Expanding role of peer advising within health science programs, researching and implementing best practices at national level and replicating for HCC FOH students. Also skills around evaluation and data entry, and opportunities for representing FOH Department with local employers and in the community.

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

Position requires familiarity or ability to adhere to FERPA, as well as maintaining confidentiality at all times, as this role requires access to confidential student information and direct contact with students who may disclose additional personal, confidential information. Demonstration of leadership skills in previous employment, volunteer, or classroom experience; ability to assist with building peer mentoring program, ideally recruiting and training other volunteers as well to support FOH students, including FOH Alumni.

Skills and/or previous experience desired:

Friendly, confident, individual who is detail oriented, a strong communicator, and enjoys working with other people as part of a team and also independently. It's also important to be competent in Microsoft Office and also interested in learning about how a large program operates. Our Department is always open to new ideas and ways to better support students!

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Employer desires a minimum of 10 hours per week.

Ideal availability includes 1 regular evening a week (Mon- Thurs) to offer peer mentoring and occasional Saturday hours during the semester for mentoring or department- related events; remainder of hours can be during usual work time of 9am-5pm

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Print Name of Supervisor

Title

Date