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**Federal Work Study
Job Description Form**

Job Title: Sensory Space - Inclusion Assistant

Desired No. of Hires: 2 - 3

Department or Organization: Office for Students w/ Disabilities & Deaf Services

Address (Off campus only):

Supervisor: Andrea Hojnacki, Director

Designee:

Office: DON 135

Office:

Phone: 413.552.2582

Phone:

Email: ahojnacki@hcc.edu

Email:

General Job Description:

The Office for Students with Disabilities and Deaf Services (OSDDS) is committed to ensuring that students with disabilities and Deaf students have equal access to the full range of programs and services offered by HCC. This is the responsibility of the College as a collective and must be achieved through the collaborative effort of all staff and faculty. The Sensory Safe Space is the first designated sensory friendly work and social space at HCC. As an Inclusion Assistant, the work study student would be responsible for assisting OSDDS staff with front desk/greeting, monitoring the spaces for safety, comfort, and available seating/spaces. The Inclusion Assistant will occasionally support staff with social and wellness activities, preparing and keeping inventory of supplies, and researching activity or wellness ideas.

Detailed List of Duties:

Greet students to guide them to available seating/rooms when appropriate.

Assist staff with social or wellness activities.

Identify and use resources including other staff for assistance, when needed.

Attend scheduled meetings or trainings as assigned.

Tracking inventory, organizing supplies & materials, creating/ensuring lists are correct, and more.

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

Opportunity to acquire skills for a variety of wellness and inclusion practices; acquire knowledge of disability and neurodiversity issues. Develop skills for direct student training.

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

Monitoring spaces and activities; Representing an inclusive initiative by expressing inclusion, belonging, and diversity.

Skills and/or previous experience desired:

Required: Communication skills, basic use of Zoom and Google apps; Basic organizational skills; and ability to maintain a calming and respectful presence when students are utilizing the sensory spaces. Interest in wellness, diversity, and inclusion.

Amount of supervision required: Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): (Approx. 4-6 hours/week, flexible) Seeking coverage in early morning, Mon – Fri, 8:30 a.m. – 10:00 a.m. and afternoons, Mon – Fri, 3:00 p.m. – 4:30 p.m.

How to Apply: Contact supervisor listed above.

Completed and Submitted By:

<u>Andrea Hojnacki</u>	<u>Director, OSDDS</u>	<u>10.06.22</u>
<i>Print Name of Supervisor</i>	<i>Title</i>	<i>Date</i>

Please return completed form to drosado@hcc.edu