

## **Federal Work Study Job Description Form**

**Job Title:** Resource Room Assistant

**Desired No. of Hires:** 2

**Department or Organization:** ALANA Men in Motion

**Address (Off campus only):**

**Supervisor:** Saúl Cabán

**Office:** Frost 224

**Phone:** 413-552-2750

**Email:** [scaban@hcc.edu](mailto:scaban@hcc.edu)

**Designee:** Miguel Velez

**Office:** Frost 236

**Phone:** 413-552-2794

**Email:** [mvelez@hcc.edu](mailto:mvelez@hcc.edu)

### **General Job Description:**

Responsible for supporting ALANA staff with the daily operations of *The Fort*, a welcoming resource and community space on campus. The ALANA program fosters academic confidence, cultural identity, and a sense of belonging, especially for students from historically underrepresented backgrounds. Resource Room Assistants help maintain a safe, inclusive, and student-centered environment. Ideal candidates are dependable and demonstrate HCC's values of kindness, inclusion, and trust in their interactions with others.

### **Detailed List of Duties:**

ALANA Resource Room Assistants support the day-to-day operations of *The Fort* by greeting and orienting students, answering general questions about ALANA services and policies, and helping maintain a clean, organized, and welcoming environment. They assist with sign-in procedures, usage tracking, and light restocking of snacks, water, and program materials. Assistants may also help with setup and support for events or activities held in *The Fort* or at other campus locations. Additional duties may be assigned based on program needs and the evolving priorities of the ALANA team.

### **Opportunities for Advancement:**

At this time, there are no formal advancement opportunities in this role. However, student employees will gain valuable transferable experience related to higher education, student affairs, community engagement, and nonprofit work.

### **Responsibility Involved:**

Resource Room Assistants are often the first point of contact for students entering *The Fort*. They are expected to maintain a welcoming and respectful presence, offer clear guidance, and protect confidentiality when appropriate.

Assistants may help students request items such as supplies, snacks, or water from secured storage and are expected to support the smooth operation of the space. Basic computer use is required, including logging into a PC and using simple programs to complete assigned tasks.

All student employees must comply with FERPA guidelines (will be explained further) and consistently demonstrate professionalism in their conduct.

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

We are seeking applicants with strong communication and interpersonal skills, attention to detail, and a reliable work ethic. A willingness to take direction, learn new tasks, and contribute to a positive team environment is essential.

Previous work experience is not required, although applicants with relevant work or volunteer experience may be given priority.

**Amount of supervision required:**

☒ Regular      ☐ Occasional      ☐ Minimal

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

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

ALANA Men in Motion is open from 8:30 AM to 4:30 PM, Monday through Friday. We are looking for student coverage during these hours, with a focus on morning and early afternoon shifts based on availability and staffing needs.

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

**Completed and Submitted By:**

Saúl A. Cabán  
*Print Name of Supervisor*

Director  
*Title*

July 28, 2025  
*Date*

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