

**Federal Work Study
Job Description Form**

Job Title: Inclusion Assistant

Desired No. of Hires: 1

Department or Organization: Office for Students with Disabilities & Deaf Services (OSDDS)

Address (Off campus only):

Supervisor: Andrea Hojnacki, Director

Designee:

Office: DON 147B

Office:

Phone: 413.552.2582

Phone:

Email: ahojnacki@hcc.edu

Email:

General Job Description:

The Inclusion Assistant will support the functions of the Sensory Space by contributing to creative and social engagement opportunities and monitoring the Sensory Space rooms, materials, and activities.

Detailed List of Duties:

- Ensure that students check in using the Sensory Space Kiosk (EAB Navigate).
- Present a welcoming, friendly presence to students using the space.
- Provide brief tours or Q&A to visiting students, families, and support programs.
- Collaborate with the Inclusion Consultant on the provision of new or rotating materials, supplies, and themed activities.
- Collaborate with the Inclusion Consultant and OSDDS Director on community awareness and celebration signs/bulletin boards/promotional materials.
- Maintain a clean, organized, and quiet environment for students.

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

Opportunities to learn about community awareness campaigns, inclusive practices, and disability & neurodiversity awareness.

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

The Inclusion Assistant will be required to sign a Confidentiality Agreement with OSDDS, maintaining student confidentiality, discretion, and respect. Responsibility for the inclusive, positive, and structured experience of the students using the Sensory Space is vital. Responsibility to monitor materials, supplies, and report any concerns.

Skills and/or previous experience desired:

- Ability or desire to work with people with disabilities.
- Ability to communicate concerns quickly, calmly, and kindly to students and OSDDS staff.
- Ability to document observations or important information to share with the supervisor or designee.
- Comfortable remaining in a quiet setting for a majority of the shift.

Amount of supervision required:☒ Regular☐ Occasional☐ Minimal

Student employees are not permitted to work without any supervision.

The Inclusion Assistant will have a brief supervisory check-in with the Inclusion Consultant and the Director of OSDDS on a weekly basis. The Inclusion Assistant will be required to report pertinent information to the OSDDS Director or Inclusion Consultant before leaving their shift.

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

OSDDS seeks work study applicants who are available for 2 – 4 shifts per week, between the hours of 11:00 am to 2 pm, on Mondays, Tuesdays, Wednesdays, and/or Thursdays. Shifts may have some flexibility depending on the department's needs and the student's class schedule.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Andrea Hojnacki
Print Name of Supervisor

Director, OSDDS
Title

10/22/2025
Date

Please return completed form to drosado@hcc.edu