

Federal Work Study Job Description Form

Job Title: Student Lounge Assistant

Desired No. of Hires: 1

Department or Organization: Gateway to College

Address (Off campus only): N/A

Supervisor: Shannon Glenn

Office: FPA 229

Phone: 413-552-2043

Email: sglenn@hcc.edu

Designee: N/A

Office:

Phone:

Email:

General Job Description:

The Gateway Student Lounge Assistant will help create and maintain a welcoming, respectful, and supportive environment for students participating in the Gateway program at Holyoke Community College. The Lounge Assistant will support daily lounge operations, encourage positive student engagement, assist with organization and cleanliness of the space, and help reinforce community expectations. This position is ideal for a student who enjoys working with teenagers (16-20), demonstrates responsibility, and values building a positive school culture.

Detailed List of Duties:

- Monitor and support the daily environment of the Gateway student lounge
- Greet students and help foster a welcoming and inclusive atmosphere
- Assist with maintaining organization and cleanliness of the lounge space
- Help set up and clean up lounge activities, or student events
- Support staff with communicating lounge expectations and respectful behavior
- Report concerns or conflicts to Gateway staff when appropriate
- Assist with maintaining inventory of lounge materials
- Encourage positive peer interactions and student engagement
- Support special projects, workshops, or community-building activities as needed

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

This position provides opportunities to develop leadership, communication, customer service, and conflict-resolution skills. Students who demonstrate strong performance and reliability may have opportunities to:

- Assist with facilitating student activities or peer mentoring initiatives
- Support student orientation or special events
- Receive professional references and mentorship from Gateway staff
- Build transferable skills for future employment in education, student services, or community-based work

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

This position requires a moderate level of responsibility. The role includes responsibility for supporting positive peer interactions and communicating concerns to staff when necessary.

Skills and/or previous experience desired:

- Interest in education, youth development, social work, counseling, or community engagement
- Ability to model respectful and professional behavior
- Comfortable working in a fast-paced, student-centered environment
- Availability during Gateway program hours (9-3:30)

Amount of supervision required:

☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

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

Flexible, but between the hours of 9am to 3:30pm

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Shannon Glenn
Print Name of Supervisor

Learning Specialist
Title

05/07/2026
Date

Please return completed form to drosado@hcc.edu