

**Federal Work Study
Job Description Form**

Job Title: SAMP Program Assistant

Desired No. of Hires: 1

Department or Organization: Student Ambassador and Mentorship Program (SAMP)

Address (Off campus only): N/A

Supervisor: Melanie Laurin

Office: CC 308

Phone: 413-552-2065

Email: mlaurin@hcc.edu

Designee: Sean Mangan

Office: CC 318

Phone: 413-552-2948

Email: smangan@hcc.edu

General Job Description:

The SAMP Program Assistant will support the daily operations, marketing efforts, and student engagement activities of the Student Ambassador and Mentorship Program (SAMP). This position provides an opportunity to develop skills in social media management, marketing, event support, organization, and professional communication while contributing to student success at HCC.

Detailed List of Duties:

- **Social Media Development:** Assist in creating, reviewing, and scheduling content for a new SAMP Instagram account (training on college social media policies will be provided).
- **Campus Postings:** Help design flyers and promotional materials for events, ensuring all digital materials follow basic accessibility guidelines (training on digital accessibility will be provided). Help distribute promotional materials across campus, including putting up and taking down flyers and delivering materials to campus offices on behalf of SAMP.
- **Bulletin Board Updates:** Manage the monthly updates for the SAMP bulletin board by creating designs, gathering materials, and setting up the final display.
- **Resource Creation:** Help build and organize a Campus Resource Binder to be used by students in the Success Center.
- **Success Center Tidiness:** Help maintain a welcoming, clean, and organized environment in the Success Center for visiting students and staff..
- **Event Support:** Help staff prepare, set up, and break down SAMP programs, workshops, and activities.
- **Supply Inventory:** As needed, check and track inventories of SAMP supplies in the Success Center and staff offices as needed
- **Filing & Organization:** Keep digital files and physical project materials organized and easy to find.
- **Other Duties as Assigned:** Complete operational and special projects as assigned by SAMP professional staff.

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

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

Skills and/or previous experience desired:

Preferred Qualifications

- **Interpersonal Skills:** A welcoming, friendly demeanor and comfort interacting with students, staff, and campus visitors.
- **Organization & Detail-Oriented:** Ability to keep physical spaces tidy, track inventory numbers, and maintain organized digital filing systems.
- **Creativity & Basic Design Interest:** Familiarity with or interest in learning basic, user-friendly design tools (such as Canva) for social media, flyers, and bulletin boards.
- **Social Media Experience:** Familiarity with major social media platforms and the ability to draft clear, engaging posts that align with the department's voice.
- **Reliability & Dependability:** Punctual, responsible, and capable of working independently on daily tasks following clear instructions.
- **Campus Awareness:** General familiarity with the campus layout, or a willingness to learn, in order to efficiently distribute materials to different departments and post flyers.

Amount of supervision required:

☒ Regular

☐ Occasional

☐ Minimal

Student employees are not permitted to work without any supervision.

The work-study student will report to an assigned SAMP Success Coach. Orientation, training, ongoing guidance, and regular feedback regarding assigned responsibilities and projects will be provided. Weekly check-ins will be conducted to review progress, establish priorities, and provide support as needed. The student will work collaboratively with all SAMP staff members and may receive project-specific assignments from staff within the program.

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

7 hours per week (taking place Monday-Friday, between the hours of 9am-5pm). Schedule to be determined based on work-study student's availability and department operational needs.

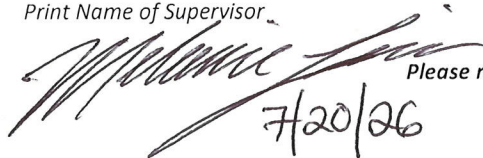
How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Melanie Laurin
Print Name of Supervisor

SAMP Director
Title

7/20/26
Date


7/20/26

Please return completed form to drosado@hcc.edu