



Federal Work Study Job Description

2019-20

July 1, 2019 - June 30, 2020

Job Title: __Peer Advising Assistant_____

Site Supervisor *: __Anna Berglowe-Lynch_____

Department: _____Advising, Career & Transfer Services_____

Location: __Student Center_____

Phone: __443-412-2164_____ E-Mail: aberglowelynch@harford.edu__

Job description/specific duties:

Number of Students Requested: __1__

- Student Assistants help other students navigate OwlNet and self-service functions including printing their schedules, scheduling their classes, applying for graduation, making appointments on HCC Career Connect, use DegreeWorks and other duties as assigned.
- Student Assistants are expected to be able to communicate clearly via telephone and email, as well as occasionally working on special projects. This position reports to the Coordinator of Career Services.
- Provide assistance to employers seeking to hire HCC Students
- Assist with the maintenance of student records in HCC Career Connect
- Provide assistance to other Advisors in using HCC Career Connect, to include updating their calendars with appointments and adding in their availability.
- Staff the Front Desk for ACTS when the main front desk staff are unavailable due to a meeting or other event.

Special abilities/skills required:

- Applicants must have completed at least six credits of college-level courses
- 2.0 or higher GPA
- Six months of customer service experience (paid or unpaid), or other experience working with people
- Be proficient in a Windows-based computer environment and have experience working with individuals from diverse backgrounds.
- Preference will be given to applicants who have experience using Harford Community College's OwlNet web portal, Blackboard & HCC Career Connect. Training will be provided.

Work schedule:

Monday – _____

Tuesday - __9a-5p_____

Wednesday - _____

Thursday - _____11a-7p_(9a-5p possible but not preferred.)__

Friday - _____

Saturday – _____

Sunday - _____

Total hours per week requested per student: 16 hours

RATE OF PAY: \$11.50 for all students and positions

Check semester(s) covered by this request:

- Year-Round (July-June)
- Fall (September – December)
- Spring (January – May)
- Summer (June – August)

Additional comments:

Hours subject to change per semester based on need. We want to take all students schedules into consideration. This spring, we need to fill a hole in the lab on Tuesdays and Thursdays.

** Contact Site Supervisor to interview for this position.*

Date of Request: 1/17/2020

If you would like to request a specific student, please send an email to Robin Sullivan at rsullivan@harford.edu.