

Holy Cross College
Student Employment

Title: **Gateway Program Assistant**

Department: Gateway Program

Supervisor: Aurelia Wishart

Email: awishart@hcc-nd.edu

Schedule: Approximately 3-10 hours per week to be determined with the supervisor

Rate of pay: \$8.50 per hour

Location: V-171

Start Date: November 22nd, 2021

End Date: April 27th, 2022

Job Purpose:

The Gateway Program Assistant will work closely with the Gateway Program Coordinator to plan events, the largest being Gateway Visit Days for the spring semester, as well as organizational projects as outlined below.

Preference will be given to a current Gateway student exhibiting personal drive and strong interpersonal communication skills.

Essential Job Duties

- Serve as liaison between Gateway Program Coordinator and the current Gateway cohort
- Assist with planning logistics for events including but not limited to Gateway Visit Days, Parents Weekend, and Holy Cross Day of Giving
- Help facilitate connecting prospective Gateway students with each other and with current or former students
- Identify learning outcomes (major, outside-the-classroom learning experiences, job placement, etc.) of sophomores, juniors, seniors, and graduates who were part of the Gateway Program
- Create and format documents outlining Notre Dame's academic majors (including requirements, sample schedules, four-year plans beginning at Holy Cross, contacts, etc.)

Minimum Education, Skills and Abilities:

- Advanced responsibility and organizational skills
- Collaborative and creative
- Willing to and capable of initiating professional email and phone communication with various offices both at Holy Cross and Notre Dame as well as prospective students
- Excellent interpersonal communication skills (both oral and written)
- Computer proficiency with Microsoft Office

Apply by sending a brief statement of interest (250-500 words) to Aurelia Wishart (awishart@hcc-nd.edu). The deadline to apply is November 5th.