Holy Cross College

Student Employment

Title:	**Gateway Program Assistant**
Department:	Office of Student Success
Supervisor:	Juan Maldonado
Email:	jmaldonado@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-168
Start Date:	November 6th, 2023
End Date:	May 2nd, 2024

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Job Purpose:

The Gateway Program Assistant will work closely with the Gateway academic advisors 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 academic advisors 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
- Manage Gateway Instagram account
- Create welcome materials for prospective students
- Help facilitate connections between prospective Gateway students and current or former students in the Gateway Program
- 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

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) and Juan Maldonado (jmaldonado@hcc-nd.edu). The deadline to apply is November 1st.