

**Holy Cross College**  
**Student Employment**

**Title:**        **Student Activities Assistant**

**Department:** Student Affairs

**Supervisor:** Carolyn Kitz

**Email:**        [CKitz@hcc-nd.edu](mailto:CKitz@hcc-nd.edu)

**Schedule:**    Approximately 10 hours per week to be determined with the supervisor.

**Rate of pay:** \$7.25 per hour

**Location:**    V-168

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**Purpose**

This position assists the Senior Director of Student Activities and Campus Operations as needed with College student activity programming.

**Essential Job Duties:**

- Assist with advertising and marketing of student activities and SGA events
- Manage the FYI and advertisement boards on campus
- Assist with preparation and logistics for campus events
- Assist with advertising and marketing of student activities and SGA events
- Assist with preparation and logistics for campus events, projects and tasks needed to successfully execute the campus wide initiative of student activities

**Minimum Education, Skills and Abilities:**

- Ability to work flexible schedule to meet the needs of the College student activities programming
- Positive attitude to promote student programming