

STUDENT EMPLOYMENT OPPORTUNITY

_____ Federal Work Study Only Date posted:

___X___ Federal Work Study and/or Non-Work Study

JOB TITLE: Hawk Squad Member **NUMBER OF POSITIONS:** 4-6

DEPT/LOCATION: Marketing, Student Engagement, Development

CONTACT INFORMATION: Marketing, (309)268-8113

DUTIES:

- Participating in outreach events, such as fairs, parades, and other tabling events, in order to promote Heartland Community College, its programs, and events
- Representing HCC at events, photo/video shoots, speaking opportunities, and/or serving as the College mascot
- Promoting involvement on campus by visiting classes, distributing flyers, and assisting with the Get Involved portal
- Ensuring signage and other promotional materials are kept up-to-date across campus
- Engaging with alumni and donors by assisting with event planning and writing thank you cards
- Liking, sharing, retweeting, and commenting on Heartland Community College flagship social media platforms and content, including Facebook, Twitter, Instagram, and LinkedIn
- Reporting weekly social media progress to the Coordinator, Marketing
- Sharing user-generated content with the College's Marketing department
- Attending social media meetings and informal focus groups to provide critical student feedback

QUALIFICATIONS:

Qualifications include strong communication skills, and active participation on campus and on social media platforms, including Facebook, Twitter and Instagram. This position is open to students in any HCC program as long as they are enrolled in a minimum of six semester hours at Heartland Community College (excluding the summer semester). Members of the Hawk Squad must remain in good standing with the College and maintain at least a 2.0 grade point average.

LEARNING OBJECTIVE:

Gain knowledge of communication strategies in a professional setting. Practice effective public speaking, presentation, and writing. Collaborate with others to reach organizational goals and represent the College.

ESSENTIAL COMPETENCY: Communication, diversity

NUMBER OF HOURS/WEEK: 5-10

HOURLY WAGE: \$12.00/hr

GENERAL WORK SCHEDULE:

“This position offers a hybrid schedule, including a combination of remote work and flexible, in-person hours. Occasional night and/or weekend hours may be required.

**PLEASE SUBMIT YOUR EMPLOYMENT APPLICATION TO
THE FINANCIAL AID OFFICE.**

**THE DEPARTMENT WILL CONTACT YOU DIRECTLY FOR
AN INTERVIEW, IF SELECTED.**

Work Study Reference Sheet

General Information:

- For a student to be eligible for work study, they must be enrolled in at least 6 credit hours, maintain a 2.00 GPA and have need (need is calculated based on FAFSA information and assistance a student is receiving).
- The average work study student at Heartland is eligible for \$3000 for the Fall/Spring school year. At \$11.00/hr, \$3000 equates to a student working 8-10 hrs. per week for 32 weeks (16 weeks per semester).

- Summer work study eligibility is determined on a yearly basis based on our work study allotment from the Department of Education and our usage during the preceding fall and spring semesters.
- Advertising for a student worker positions is done through the Financial Aid Office.
- Student employment applications are available in the Financial Aid Office and are submitted to the Financial Aid Office to check for work study eligibility and then are forwarded onto the departments the student noted.

Changes effective fall 2017

- Job postings will need to include a learning objective and a HCC Essential Competency.
- Students hired for Assistant II positions must be work study eligible; you will need VP approval to hire a non-work study student for an Assistant II position.
 - Examples of Assistant II positions are: Ambassador, Assistant II, Lab Assistant II, Peer Mentor and Peer Tutors.
- Assistant I positions will continue to be open to work study and non-work study at the department's discretion based on budget and needs.
- Please contact HR if you are unsure on the classification of the position you are hiring for.