

**Holy Cross College**  
**Student Employment**  
**Fall 2019**

**Title:**           **Assistant to Special Events**

**Department:** College Relations

**Supervisor:** Jodie Badman

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

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

**Rate of pay:** \$8.50 per hour

**Location:**     V-157

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**Purpose**

Provide administrative support to the Associate Director of Development for Cultivation and Special Events.

**Essential Job Duties**

- Filing
- Provide support in planning, facilitating, and overseeing college sponsored special events, including, but not limited to Welcome Weekend, Welcome Home Picnic, Board Meetings, Parent Weekend, and Commencement
- Create, maintain, and update accurate Word, Excel, Publisher, and PowerPoint files on the college computer network
- Provide general administrative assistance as necessary
- Other duties as assigned

**Minimum Education, Skills and Abilities:**

- Excellent interpersonal, written, and oral communication skills
- Knowledge and experience using MS Word, Outlook, Excel and PowerPoint
- Strong organization skills and attention to detail.
- Ability to work flexible schedule on weekends or evenings as necessary