



Student Financial Services
Building 19, Rm. 286
One Armory Square
Suite 1, PO Box 9000
Springfield, MA 01102-9000
(413)755-4214
Email: sfs@stcc.edu

Federal Work Study Job Description Form

Job Title: Marketing & Communications assistant

Desired No. of Hires: 1

Department or Organization: Marketing & Communications

Address (Off campus only):

Supervisor: Jim Danko

Designee:

Office: Building 16/131

Office:

Phone: (413) 755-4812

Phone:

Email: jdanko@stcc.edu

Email:

General Job Description: Assist with a variety of marketing, communications and content-creation activities. This position provides hands-on experience in a professional college communications environment and is an excellent opportunity for students interested in marketing, communications, journalism, public relations, social media, photography, video, graphic design or related fields.

Detailed List of Duties:

- Assist with creating and preparing content for STCC's social media channels, website and other digital platforms.
- Take photographs and/or video at campus events, activities and student programs.
- Assist with writing and editing social media posts, web content, news stories, promotional materials and other communications.
- Help gather information, photos and quotes for college news and feature stories.
- Help promote campus events, programs and student activities.
- Monitor social media and assist with maintaining organized digital content and photo archives.
- Provide administrative and logistical support for Marketing & Communications projects and events.
- Perform other related duties as assigned.

Opportunities for Advancement:

Returning students who demonstrate strong performance, initiative and proficiency may be given greater responsibility, more independent assignments and opportunities to develop specialized skills in areas such as social media, journalism, photography, video production, graphic design or digital marketing.

Responsibility Involved:

The position generally does not have supervisory responsibility for other employees. The position may have regular contact with students, faculty, staff, visitors, community members, media representatives and other members of the public. The employee may be responsible for the proper use and care of computers, cameras, audio/video equipment, mobile devices, software, digital files and other Marketing & Communications



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materials. The position may encounter information that is not intended for public release. The employee is expected to maintain confidentiality and exercise discretion when handling internal communications, documents, photographs, student-related information, event plans and other non-public college information.

Skills and/or previous experience desired:

Marketing and Communications staff will offer assistance and training. The following skills and experience desired

- Strong written and verbal communication skills.
- Interest in marketing, communications, journalism, public relations, social media, digital media or a related field.
- Ability to write clearly, accurately and professionally for a variety of audiences.

Amount of supervision required:

☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

Primarily regular weekday workday hours, scheduled around the student's class schedule. There may be occasional requests to work evenings and weekends with advance notice, but not required.

How to Apply: Contact Jim Danko, jdanko@stcc.edu

Completed and Submitted By:

Jim Danko
Signature of Supervisor or Division Dean

Assistant Director of Communications
Title

Aug. 31, 2026
Date

Please return completed form to ajhernandez@stcc.edu