

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

**Federal Work Study
Job Description Form**

Job Title: Office Assistant

Desired No. of Hires: 2

Department or Organization: STEM Office

Address (Off campus only):

Supervisor: Adrienne Smith

Designee: Ileana Vasu

Office: Marieb 320

Office: Frost 392 or STEM Office

Phone: 413-552-2436

Phone: 413-552-2438 or 413-552-2405

Email: asmith@hcc.edu

Email: ivasu@hcc.edu

General Job Description:

The student(s) will be working with the PI on advertising the NSF STEM grant and the STEM AP grant, the lab and office assistant will help with emergent program needs.

Detailed List of Duties:

- (1) Computer research and data entry for the STEM Scholars Program or STEM AP Program
- (2) Run copies
- (3) Other office work such as developing flyers for speakers
- (4) Help sort or coordinate supplies for the NSF and STEM AP grants
- (5) Assist in other STEM areas as needed.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

- (1) Opportunity to present in STEM events;
- (2) Opportunity to be recognized in STEM publications and supported in travel;
- (3) Basic understanding of how grants work.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

- (1) Good interaction among students and faculty is crucial.
- (2) Should have a basic knowledge of general technology
- (3) Should be able to follow instructions

Skills and/or previous experience desired:

Prior or current experience as a STEM scholar, computer skills, and good work habits.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Some evening may be required depending on events; otherwise flexible to suit schedule.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Olugbemiga Adekunle
Print Name of Supervisor

Dean of Science Engineering and Math
Title

September 27, 2018
Date

Please return completed form to skapinos@hcc.edu