

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: Open Educational Resources Assistant

Desired No. of Hires: 1-2

Department or Organization: HCC Library in cooperation with the English Department

Address (Off campus only):

Supervisor: Mary Dixey

Designee:

Office: Donahue 208A (Library)

Office:

Phone: 413-552-2260

Phone:

Email: mdixey@hcc.edu

Email:

General Job Description:

Support Open Educational Resources (OER) initiative.

Detailed List of Duties:

Assist library in identifying, organizing, and/or developing Open Educational Resources in cooperation with the English department.

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

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

Direction will be provided by English faculty & library.

Skills and/or previous experience desired:

Good computer and research skills required. Grade of B+ or higher in English 101 preferred.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

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

How to Apply: Contact supervisor listed above.

Completed and Submitted By:

Mary Dixey
Print Name of Supervisor

Dean of Library Services
Title

February 3, 2017
Date