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Holyoke, MA 01040  
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Financial Aid Office  
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**Federal Work Study  
Job Description Form**

**Job Title:** Environmental Science Lab Assistant

**Desired No. of Hires: 1**

**Department or Organization:** Science, Engineering, & Mathematics - Environmental Science

**Address (Off campus only):**

**Supervisor:** Adrienne Smith

**Designee:** Gary Golas

**Office:** Marieb 320

**Office:** Marieb 202

**Phone:** 413-552-2436

**Phone:** 413- 552-2104

**Email:** [asmith@hcc.edu](mailto:asmith@hcc.edu)

**Email:** [ggolas@hcc.edu](mailto:ggolas@hcc.edu)

**General Job Description:**

Assist with setup and breakdown and all aspects of labs.

**Detailed List of Duties:**

Assist with all aspects of lab preparation and breakdown. Prepare on-line kits for shipping. Clean lab glassware and keep lab safe and clean. Some word processing and data entry.

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

The longer a work study works the more they will learn such as prepare chemical solutions and maintenance of equipment.

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

Confidentiality required. Must be able to work with staff, faculty, and students

**Skills and/or previous experience desired:**

Basic computer skills

**Amount of supervision required:**

Regular     Occasional     Minimal

*Student employees are not permitted to work without any supervision.*

**Hours desired to cover (evening, weekend, etc.):** N/A

**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

January 23, 2019  
Date

Please return completed form to [skapinos@hcc.edu](mailto:skapinos@hcc.edu)