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**Federal Work Study  
Job Description Form**

**Job Title:** Sustainability Studies Program Assistant  
**Department or Organization:** Sustainability Studies Department  
**Address (Off campus only):**

**Desired No. of Hires:** 1

**Supervisor:** Adrienne Smith  
**Office:** Marieb 320  
**Phone:** 413-552-2436  
**Email:** [asmith@hcc.edu](mailto:asmith@hcc.edu)

**Designee:** Kathleen Maiolatesi  
**Office:** Marieb 235  
**Phone:** 413-552-2462  
**Email:** [kmaiolatesi@hcc.edu](mailto:kmaiolatesi@hcc.edu)

**General Job Description:**

To assist the Chair of the Sustainability Studies Department with tasks necessary for managing the department.

**Detailed List of Duties:**

(1) filing and copying; (2) some writing and creation of promotional materials; (3) manage the garden - water, mulch, weed, organize the shed/greenhouse, and close up the garden for the winter; (4) care and maintenance of equipment for the department.

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

- (1) Learn the concepts of sustainable farming;
- (2) Learn what is involved in managing an academic department;
- (3) Learn about clean energy equipment and how to maintain it.

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

- (1) The student will be responsible for the care and maintenance of all departmental equipment.
- (2) The student will also be responsible for all aspects of the campus garden.

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

Some farming/gardening skill; organizational skills; 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.):** Flexible as most tasks can be completed on the student's schedule.  
No more than 7.5 hours per week for the fall.

**How to Apply:** Contact supervisor/designee listed above.

**Completed and Submitted By:**

Olugbemiga Adekunle  
*Print Name of Supervisor*

Dean of Science Engineering and Math    September 18, 2018  
*Title*    *Date*

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