Federal Work Study
Job Description Form

Job Title: Learning Coach
Department or Organization: Latino Education Institute
Address (Off campus only): 415 State St, Springfield MA 01105

Supervisor: Mariel Albou
Office: Phone: Email: maulbo@wustler.edu
Designee:
Office: Phone: Email:

General Job Description:

Detailed List of Duties:

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.

Skills and/or previous experience desired:

Amount of supervision required: ☑ Regular ☐ Occasional ☐ Minimal
Student employees are not permitted to work without any supervision.

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

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Mariel Albou
Print Name of Supervisor
Early College Coordinator
Title
9/10/21
Date

Please return completed form to drosode@hcc.edu