

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:** Course and Laboratory Assistant  
**Department or Organization:** Physical Sciences  
**Address (Off campus only):**

**Desired No. of Hires:** 3

**Supervisor:** Elizabeth Breton  
**Office:** Frost 270  
**Phone:** 413 552 2436  
**Email:** ebreton@hcc.edu

**Designee:** Robert Greeney  
**Office:** Frost 360  
**Phone:** 413 552 2368  
**Email:** rgreeney@hcc.edu

**General Job Description:**

Assist Professor with physics course and laboratory related tasks.

**Detailed List of Duties:**

Test, edit and comment on current or new laboratory activities.  
Test, edit and comment on current or new course learning exercises  
Assemble, repair or test laboratory equipment.  
Assist in the maintenance, and organization of laboratory equipment  
Assist students with course or laboratory work

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

DNA

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

DNA

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

Person should be concurrently enrolled in or previously completed PHS 111 and/or PHS112.

**Amount of supervision required:**

Regular     Occasional     Minimal

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

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

hours may be flexible 4 to 18 hours a week

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

**Completed and Submitted By:**

\_\_\_\_\_  
Elizabeth Breton  
*Print Name of Supervisor*

\_\_\_\_\_  
BSTEM Dean  
*Title*

\_\_\_\_\_  
9/6/2024  
*Date*