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(413)552.2150  
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**Federal Work Study  
Job Description Form**

**Job Title: Digital Art Studio Monitor**

**Desired No. of Hires: 1**

**Department or Organization: Social Science, Arts & Humanities – Visual Art Department**

**Address (Off campus only):**

**Supervisor:** Adina Giannelli, Dean

**Designee:** Torrey Gleason

**Office:** DON 380

**Office:** FPA 310

**Phone:** (413)552-2018

**Phone:** (413)552-2962 (*preferred contact is email*)

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

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

**General Job Description:**

Oversee the Mac lab in FPA 309 during open lab hours.

**Detailed List of Duties:**

The Art Studio Assistant works in the Visual Art Department with specific focus on the digital studio, FPA 309. Duties include: opening, monitoring, and closing the lab during open lab hours, basic oversight of the lab, and cleaning surfaces of desks and tables in the room. Depending on the level of experience, the Digital Art Studio Monitor may also check the ink levels on the printers and report to the department chair when inks need to be replenished.

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

The Digital Art Studio Assistant will learn and apply skills that relate to the maintenance and monitoring of a digital art studio, along with time management. These skills are directly applicable to careers in visual art, either in an academic setting or as a self-employed artist.

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

The Art Studio Assistant works with the Department Chair and is responsible for reporting misuse of classroom equipment or violations of safety practices. Training in facilities maintenance and safety protocols will be provided.

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

Previous experience with Mac computers, cleaning, and inventory are useful but not necessary prerequisites for this job. We are looking for candidates who are hardworking, can follow directions, receive feedback in a professional manner, commit to a weekly schedule, and have good interpersonal skills. Applicants must be available to work during all open lab hours.

**Amount of supervision required:**

Regular       Occasional       Minimal

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

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

**How to Apply:** Please email Torrey Gleason at [tgleason@hcc.edu](mailto:tgleason@hcc.edu) to set up an interview. Be ready to bring your school schedule and your Federal work study award letter to your interview.

**Completed and Submitted By:**

Adina Giannelli

*Print Name of Supervisor*

Dean of Social Science, Arts & Humanities

*Title*

February 10, 2026

*Date*

*Please return completed form to [drosado@hcc.edu](mailto:drosado@hcc.edu),*