HOLYOKE COMMUNITY COLLEGE

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

www.hcc.edu

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

Assigned Grade Level ____
(FAO use only)

Federal Work Study
Job Description Form

Job Title: Course and Laboratory Assistant **Desired No. of Hires: 3**
Department or Organization: Physical Sciences
Address (Off campus only):

Supervisor: Michael Jarvinen
Office: Frost 270
Phone: 413 552 2296
Email: mjarvinen@hcc.edu

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

General Job Description:
Assist Professor with physics course rand 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:

Michael Jarvinen	BSTEM Dean	10/30/2026
Print Name of Supervisor	*Title*	*Date*

Please return completed form to drosado@hcc.edu