



3003 Hammond Street
Holyoke, MA 01040
413-552-2000

Assigned Grade Level _____

(FAO use only)

www.hcc.edu

Financial Aid Office
P: 413-552-2030
F: 413-552-2177

Federal Work Study Job Description Form

Job Title: Resource Room Manager

Desired No. of Hires: 1 or 2

Department or Organization: Education Department

Address (Off campus only):

Supervisor: Charlene Cross

Designee: ?

Office: Frost 166

Office:

Phone: 413-552-2868

Phone:

Email: ccross@hcc.edu

Email:

General Job Description:

Job Description for Work Study Position

10-15 Hours per week

The Education Department is seeking an applicant to assist us with organizing and maintaining the department's resource room. The resource room is continuously growing and adding materials. We need a dependable student who can help us design a cataloguing system for the materials in the resource room. The job would involve using a database to track borrowing of materials, adding new materials to the database, and assisting with the organization and maintenance of the learning materials. Ideal candidates would have demonstrated organization skills and some working knowledge of educational materials. Ideal candidates would also work collaboratively with staff and faculty in decision making about the space.

Detailed List of Duties:

Tasks would include but not be limited to:

- Sorting and organizing educational materials
- Labeling educational materials
- Creating database to catalogue materials
- Entering data into a data base
- Checking in returned materials and shelving them

Skills Required:

- Ability to work independently to complete tasks in a timely manner
- Ability to work collaboratively with staff and faculty
- Familiarity and comfort working with computer databases
- Organizational Skills

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

Upon rehire, the student would be able to be involved in future selection of resources to add to our collection. Student would also be encouraged to give feedback on the organizational needs of the space.

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

The student would be responsible for care and maintenance of the materials. They would have to report missing materials and let faculty know when something needs repair or replacement. They would also assist in the responsibility of maintaining the database accurately.

Skills and/or previous experience desired:

Highly organized, self-motivated, tidy, willingness to occasionally clean resources as necessary, collaborative

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 are flexible depending on the student's schedule, but ideally, between the hours of 9-5 M-F, but faculty can be flexible if needed.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

<u>Charlene Cross</u>	<u>Chair and Faculty, Education Department</u>	<u>07/15/26</u>
<i>Print Name of Supervisor</i>	<i>Title</i>	<i>Date</i>

Please return completed form to drosado@hcc.edu