

Federal Work Study Job Description Form

Job Title: Facilities Work Study
Department or Organization: Facilities
Address (Off campus only):

Desired No. of Hires: 1

Supervisor: Gena Lomelin
Office: 16/113
Phone: 413-755-4314
Email: gmlomelin2001@stcc.edu

Designee: Lisa Thompson
Office: 16/121
Phone: 413-755-4794
Email: llthompson2101@stcc.edu

General Job Description:

Assist the Sr. Project Manager and Facilities team with general day to day duties.

Detailed List of Duties:

Assist the STCC Facilities team with a wide variety of assignments including surveying spaces around campus for furniture, signage, finishes, and room dimensions. Assist in hanging paper signage, taking photos of spaces on campus, scanning documents, electronic filing, and creating/ working in Excel spreadsheets and Adobe PDF editing. May assist or coordinate furniture moves.

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

Responsibility Involved: Responsible for accuracy of information gathered (measurements, room numbers, etc), safely sharing information via email or google docs, directing small moves, and returning tools used at the end of each day (ie: tape measure).

Skills and/or previous experience desired:

Skills using a tape measure and smart phone photography desired. File sharing, Excel, and PDF editing 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.): 10-15 hrs per week

How to Apply: Contact supervisor/designee listed above.