



Student Financial Services
Building 19, Rm. 286
One Armory Square
Suite 1, PO Box 9000
Springfield, MA 01102-9000
(413)755-4214
Email: sfs@stcc.edu

Federal Work Study Job Description Form

Job Title: Shop technician

Desired No. of Hires: 3

Department or Organization: Energy Systems Technology

Address (Off campus only):

Supervisor: Fahad Khan

Designee:

Office: building 32 room 103

Office:

Phone: 413 755 5308

Phone:

Email: Fakhan@stcc.edu

Email:

General Job Description:

- Take and upload videos on youtube
- Help prepare for lab material
- Ensure safe behavior during the lab
- Help clean up and put away materials.

Detailed List of Duties:

1. The candidate has to be available half an hour before the scheduled labs and prepare the materials. During the lab, the technician will help monitor that the students are adhering to the lab safety procedure.
2. After that lab, the technician will perform inventory on need material and help the student put their tools away.
3. Punctuality is essential. Having OSHA 10 is preferred.
4. The lab assistant/ technician needs to be able to read and follow instructions.

Opportunities for Advancement: Log in hours for working in an HVAC lab. The Candidate have access to local HVAC companies recruitment.



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Responsibility Involved:

- Ensure lab material are available
- Responsible for the loss or hand tools
- Monitor that all lab participants are wearing required PPE

Skills and/or previous 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.):

Weekdays afternoons and evening

How to Apply: Contact supervisor/designee listed above.