



Student Financial Services
Building 19, Rm. 286
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(413)755-4214
Email: sfs@stcc.edu

Federal Work Study Job Description Form

Job Title: STEM Extension Center
Department or Organization: STEM
Address (Off campus only):

Desired No. of Hires: 2

Supervisor: Meghan Bone
Office: STEM Center
Phone: 413-755-4682
Email: mmbone2401@stcc.edu

Designee: Sam Delore
Office: 17/410
Phone: 413-221-3048
Email: scdelore0001@stcc.edu

General Job Description:

The STEM Extension Center is a place for STEM students to practice and apply their technical skills to the production of creative projects. Work study students will assist with setup, organization, and maintenance of the space to ensure it is a safe and welcoming environment for visitors.

Detailed List of Duties:

- Attend safety trainings; Become familiar and confident using relevant equipment; Register and greet visiting students and STEM community members; Assist with setting up and maintaining organization of the space; Support and uphold safety protocols and standards; Attend regular meetings with supervisor and support staff; Communicate issues and concerns with supervisor and relevant STEM staff members

Opportunities for Advancement: As work study students become more experienced with equipment and safety protocols, opportunities exist for them to develop projects for visitors to complete during community events, school group visits and STCC student drop in hours.

Responsibility Involved: Work study students are responsible for the safety of both equipment and visitors to the space. In order to fulfill these responsibilities, work study students must inform visitors of safety protocols, monitor proper usage of equipment, and communicate any issues with staff who oversee the space.

Skills and/or previous experience desired:

- Ability to work independently with minimal supervision
- Attention to detail
- Experience with creative projects
- Strong communication skills
- Students with the following skills may be given priority:
 - Basic computer skills
 - Woodworking
 - Familiarity with CorelDRAW and other software applications, or the ability to learn

Amount of supervision required: Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

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

Tuesday and Thursday from 12:00-4:00pm

How to Apply: Send your resume and email expressing your interest to mmbone2401@stcc.edu