



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

Federal Work Study Job Description Form

Job Title: Biology Lab Work Study

Desired No. of Hires: 2

Department or Organization: Biology Department

Address (Off campus only):

Supervisor: Gail Foss

Designee:

Office: Bldg 2 Room 603

Office:

Phone: 413-755-5334

Phone:

Email: Gfoss@stcc.edu

Email:

General Job Description: We need a work study student to help with making solutions, dishes, and help with plants.

Detailed List of Duties: The work study will help make media, set up or take down labs, dishes, clean labs, help with the plants and animals.

Opportunities for Advancement: If rehired: to become proficient in making solutions, use of the microscope, where we store equipment.

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required. The work study will be under my supervision when performing these tasks

Skills and/or previous experience desired: We need someone that has a science background to help us make solutions, help set up and take down labs.

Amount of supervision required:

☒ Regular

☐ Occasional

☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): We are here Monday – Friday. Someone is here from 8am-6pm. No weekend work.

How to Apply: Contact supervisor/designee listed above.