



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: Education Department Assistant **Desired No. of Hires:** 2
Department or Organization: Early Childhood and Elementary Education Department
Address (Off campus only):

Supervisor: Aimee Dalenta
Office: Building 19, Room 123
Phone: 860-966-2993
Email: adalenta@stcc.edu

Designee: Aimee Dalenta
Office: Building 13, Room 125
Phone:
Email:

General Job Description: This work study job will include organizing and categorizing education books and materials, providing support for a model classroom environment, and support education faculty in the creation of a Parent Support Center (PSC).

Detailed List of Duties: Work study students will be responsible for: greet visitors, students, and faculty to the PSC, assist with filing and organizing the lending materials, help organize departmental events, maintain bulletin boards, assist with electronic cataloging.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.* Work study students will have opportunities to develop office administration and communication skills, gain experience supporting academic programs, and build professional references.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.* Responsible for education materials and maintaining catalog of lending materials for our new lending library.

Skills and/or previous experience desired: Strong communication skills, self-starter.

Amount of supervision required: ☐ Regular ☒ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): 5-10 hours per week, variable and flexible to student needs

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:
Aimee L. Dalenta

Education Program Chair

9/8/2025

Signature of Supervisor or Division Dean

Title

Date