



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

Federal Work Study Job Description Form

Job Title: Professor Graphic Communications & Photography
Graphic Communications & Photography

Desired No. of Hires: 1

Supervisor: Matt Kriftcher
Office: Building 14 Room 211
Phone: 413.755.4312
Email: mbkriftcher@stcc.edu

General Job Description:

Student will assist professors in graphics & Photography with different projects. You also help student if need in the computer lab.

Detailed List of Duties:

Set up lab for professors. Do some copying for the department. Help on projects that the professor putting together. Help students in the lab.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.* Learn how to use digital press and bindery. Help in department designs. Use Adobe software and photo area.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.* Interact with students and professors in helping with the labs . Use a digital press professor will help with that. Should have basic understanding, print, graphics and some photography.

Skills and/or previous experience desired:

Basic of Graphics and photography use of equipment.

Amount of supervision required:

☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

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

4 to 8 hours a week.

How to Apply: Contact supervisor/designee listed above.