



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: Greenhouse and Lab Work -Study

Desired No. of Hires: 2* *

Department or Organization: Landscape Design and Management

Address (Off campus only):

Supervisor: Prof. Thomas Smith

Designee:

Office: Bldg. 17 room 335

Office:

Phone: x 4642

Phone:

Email: TSmith@stcc.edu

Email:

General Job Description: Horticultural care of program's educational plantings and care of lab spaces, supplies, and tools.

Detailed List of Duties: Student will be trained to care for the following: program's native plant pollinator garden; indoor tropical plant specimens; winter storage of containerized plants; watering and fertilizing of plants; light pruning of educational shrubs and small trees on campus grounds; maintain cleanliness and order of greenhouse lab and turfgrass management lab spaces; maintenance of hand tools including cleaning, sharpening, and oiling of hand pruning tools.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.* Student should expect to gain experience in understanding and following specific instructions. Student will learn to accept responsibilities delegated to them and to be accountable for the quality of their efforts.

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 student may be expected to perform supervisory duties of a second work-study student IF the program is awarded a second work-study student that is inexperienced in performing horticultural tasks. Student will be expected to ensure the program's educational plants and plantings are adequately maintained as much as can be expected of a work-study student. The supervisor will delegate duties, but will also retain accountabilities for the program's plants, tools, and lab spaces.



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Skills and/or previous experience desired: The landscape program wishes to designate at least one landscape program student who has at least two semesters of training in the landscape program. If a second work-study student is allowed, the program would invite any responsible STCC student to perform work-study with us.

Amount of supervision required: ☒ Regular ☐ Occasional ☐ Minimal
Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Work-study student(s) will most likely be expected to perform two hours of greenhouse work on weekends during the spring semester.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Thomas P. Smith
Signature of Supervisor or Division Dean

Program Coordinator
Title

Aug. 13, 2025
Date

Please return completed form to ajhernandez@stcc.edu