

## Federal Work Study Job Description Form

**Job Title:** Lab Assistant

**Desired No. of Hires:** 3

**Department or Organization:** Energy Systems Technology (HVAC)

**Address (Off campus only):**

**Supervisor:** Fahad Khan

**Designee:**

**Office:** bld 32 rm103

**Office:**

**Phone:** (413) 755-5308

**Phone:**

**Email:** Fakhan@stcc.edu

**Email:**

### General Job Description:

Lab assistant

### Detailed List of Duties:

The lab tech will be responsible for:

1. Help set up the lab by making the tools available.
2. Check inventory and material.
3. Assists monitor the lab while running but checking PPE on the students.
4. Help clean up the lab and put back the tools

### Opportunities for Advancement:

- Transition into a part time Lab technician.
- Have work experience hours in an HVAC shop
- Possible hire into a full time job with one of the recruiting HVAC companies in the area

**Responsibility Involved:** enforce safety measures

**Skills and/or previous experience desired:** Familiarity with shop tools and basic shop safety (training will be provided)

**Amount of supervision required:**

Regular

Occasional

Minimal

*Student employees are not permitted to work without any supervision.*

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

10 hours per week

**How to Apply:** Contact supervisor/designee listed above.