

## CHEMISTRY

### **Title: CHEMISTRY LAB ASSISTANT**

**Eligibility** Holyoke Community College Students eligible for Federal Work Study Program

**Supervisor WANDA MULLER Office MRB 318 Extension 2514**

**General Job Description:** Assist in inventory of chemicals and supplies, maintain labs and prep rooms, set up and take down materials for lab experiments. Make solutions, weigh chemicals, use of instruments, wash glassware. Stock student lockers.

**Skills Required:** General knowledge of beginning Chemistry, manual dexterity. Awareness of safety device use; glasses, apron, masks, gloves.

## COMMUNITY SERVICE (off campus)

### **Title: TUTOR/MENTOR**

**Eligibility** Holyoke Community College Students eligible for Federal Work Study Program

**Supervisor EMILY FOX Office Phone: 413-534-3376 ext. 104**

**General Job Description:** Bilingual (English/Spanish) tutor needed for adults who are preparing for a GED. Must have good essay writing skills (in Spanish) and Math skills (including basic algebra and geometry). Tutoring takes place in downtown Holyoke.

Required hours are: Mon, Wed, and Fri 9- 10:30a.m. and Monday 12:30 to 2p.m.

**Skills Required:** Good interpersonal skills, dependability and very good attitude.

## STUDENT SUPPORT OFFICE

### **Title: CHEMISTRY CLERICAL ASSISTANT**

**Eligibility** Holyoke Community College Students eligible for Federal Work Study Program

**Supervisor ISABEL HUSKEY/ROBERTA NIEZGODA**

**Office FR 224 Extension 2390**

**General Job Description:** Perform clerical duties, typing, filing, posting flyers, photocopying, answering phones, make appointments.

**Skills Required:** Accurate typing at 25-30 wpm. Tact dealing with public. Office experience helpful