

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

**Federal Work Study
Job Description Form**

Job Title: Workforce Development HBRA Project

Desired No. of Hires: 1

Department or Organization: Workforce Development

Address (Off campus only):

Supervisor: Michele Cabral

Office: KC221

Phone: 413.552.2257

Email: mcabral@hcc.edu

Designee:

Office:

Phone:

Email:

General Job Description:

Student will help complete a project plan to test compliance of specific online classes with state regulations. This project is being done in partnership with Home Builders & Remodelers Association (HBRA). All online classes will be related to construction fields; all fees will be paid by HBRA.

Detailed List of Duties:

Complete online construction courses, including the assessments, to determine compliance with state regulations. Students will be given a project plan with detailed requirements.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Student will complete specific training in building trades, learn technical computer skills through online course completion, gain an understanding of project planning and work on communication skills. Time management skills will be critical.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

The student will be interacting with representatives from HBRA as well as HCC Workforce Development Staff.

Skills and/or previous experience desired:

Ability and attention span to complete multiple 2-hour online course(s), follow detailed instructions and communicate clearly both verbally and in writing. Someone who is dependable, reliable and ready to work.

Amount of supervision required:

Student employees are not permitted to work without any supervision.

Regular Occasional Minimal

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

Flexible based on student schedule.

How to Apply: Contact supervisor/designee listed above.

Contact Michele Cabral at 413.552.2257, mcabral@hcc.edu, office KC221.

Completed and Submitted By:

Michele Cabral
Print Name of Supervisor

Ex Dir for Prof Ed and Corp Learning
Title

9/4/2019
Date