

STUDENT JOB DESCRIPTION FORM

DEPARTMENT **Berkshire Immigrant Center**

Location: 88 South Street
Pittsfield, MA

Telephone: 445-4881

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Hilary Greene

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TITLE OF JOB: Assistant to Outreach Coordinator & Immigration Case Worker

Tasks:

- Design and develop Center's website
- Compile demographic information
- Fill out naturalization applications
- Clerical duties including phone calls, filing, making copies, etc.
- Bilingual (Spanish-speaking) student is preferred

Pay Level: C

Are students allowed to study during or after the completion of primary task(s)? Yes, but it's not likely that time will permit.