

Holy Cross College
Student Employment

Title: Research Support

Department: Moreau College Initiative (MCI)

Supervisor: Justus Ghormley, Ph.D.

Email: Jghormley@hcc-nd.edu

Schedule: Approximately 5 hours per week to be determined with the supervisor.

Rate of pay: \$8.50 per hour

Location: MCI Office, Holy Cross College

Job Purpose:

Research Supporters conduct research on behalf of incarcerated students who do not have access to the internet. These students are earning undergraduate degrees through Moreau College (MCI) while being incarcerated at Westville Correctional Facility. Like students on the main campus, MCI students need research to complete assignments and papers. In prison, however, they do not have internet access. When they want to research a topic, they fill out a paper request form. *Research Supporters* fulfill such requests, conducting research on behalf of the students and finding and printing relevant articles and websites.

Essential Job Duties

- Use research request forms to track down research for students.
- Work with MCI staff to trouble shoot difficult or questionable requests.
- Find and print relevant articles and websites and deliver them to MCI office.
- On occasion, find/request books and deliver to MCI office.
- Return library books to McKenna Library.
- Maintain accurate record of work completed.

Minimum Education, Skills and Abilities:

- Undergraduate-level research skills and strategies (e.g., facility with JSTOR, google scholar, WorldCat, etc.)
- Excellent communication with MCI staff
- Dependable and strong time management; requests must be completed in a timely manner.