

# Part-Time Position Opportunities

To apply for specific positions, please contact Student Development by calling (716) 614-6290, stopping by A-131, or email the [Job Locator](#).

**Company: Position Title - Location**  
**Date Posted**

**Weinberg Campus: Part-Time Food Service Worker – Getzville, NY**  
**12/13/17**

**Company Description:** Why Weinberg Campus? We have a strong reputation of excellent service to our community and treating our employees with respect and appreciation! Beautiful environment, amazing residents, supportive team members, competitive pay and great benefits! Weinberg Campus has over 100 years of providing care to seniors in a modern, well-maintained campus. This community design features high ceilings, skylights, a "main street" set up with access to amenities including a theater, library, dining rooms, gift shop, beauty salons and so much more. We are a non-profit organization serving all faiths and are passionate about creating living space for individuals to live according to their changing needs and values.

**Hours:** 4:00pm-7:30pm and 11:30am-7:30pm

**Majors Wanted:** Culinary preferred, none needed

**Skills Needed (Required):**

- Ability to walk and stand during entire shift.
- May at times be required to assist in the feeding of resident meals after receiving appropriate facility training.
- Serves resident food and beverage on the trayline quickly in proper portions.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Barnes & Noble at NCCC: Bookseller (Part-Time/Temporary) – Sanborn, NY**  
**12/13/17**

Barnes & Noble College is a retail environment like no other – uniquely focused on delivering outstanding customer service. As a Temporary Bookseller, you interact directly with students, faculty, administration and other customers on a day-to-day basis, turning visitors into loyal customers. You'll be part of a team that's passionate about what they do, providing outstanding customer service and ensuring that all customers' needs are being met. You perform an array of tasks necessary to ensure that merchandise is available for sale and

that transactions are completed accurately and promptly. You play an important role in ensuring that we operate a customer-oriented, efficient, cost-controlled, well-merchandised, and profitable bookstore that best serves the academic community and Barnes & Noble College. And best of all, you'll be part of a company that is consistently rated as a great place to work - and where employees love what they do.

**Qualifications:**

Candidates must be a minimum of 16 years of age to be considered for employment. Outstanding communication and customer service skills are required. The ideal candidate will have the ability to multi-task and feel comfortable utilizing computers. Candidates must be flexible with scheduling work days and hours.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Orleans/Niagara BOCES: Certified and Non-Certified Substitutes – Various Locations**

12/13/17

The Orleans/Niagara BOCES is seeking certified and non-certified substitutes to fulfill vacancies caused by employee illness or professional development. Locations may include Albion, Barker, Lewiston-Porter, Lockport, Lyndonville, Medina, Newfane, Niagara Falls, Niagara Wheatfield, North Tonawanda, Royalton-Hartland, Starpoint, and Wilson.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Commercial Collections Corp of NY: Customer Service Rep/1<sup>st</sup> Party Collector (FT/PT, Temp – ends December 30, 2017) – Tonawanda, NY**

12/13/17

Commercial Collections Corp of NY is looking for a customer service rep/1<sup>st</sup> party collector to join their team! You will be responsible for securing billing payments/info from your customers.

Responsibilities:

- Find and inform customers about unpaid accounts
- Advise and follow-up with customers on unpaid accounts
- Keep records and status of customer's account

Qualifications:

- Previous experience in billing, customer services, or other related fields
- Ability to build rapport with clients
- Excellent written and verbal communication skills
- Ability to prioritize and multitask

**Interested in this Job?** [Click here to contact Student Employment](#)

**SUNY Broome Community College: PT Technical Assistant (Theater Department) – Binghamton, NY  
12/4/17**

SUNY Broome Community College is seeking a part-time Technical Assistant IA (H) to support the head of the Theater Department. Flexible schedule a plus. Candidate must be available three week nights a week from 3 to 9 PM, also some daytime hours on Saturdays and Sundays.

Solid backstage theater experience is necessary. An appropriate associate's degree or its equivalent (a combination of post-secondary education and related work experience) required.

Salary is \$20.12/hour; no benefits.

For full consideration, application materials must be received by **December 15, 2017**.

Interested in this Job? [Click here to contact Student Employment](#)

**Harbor Center: Various Part-Time Positions – Buffalo, NY  
11/14/17**

**Pegula Sports and Entertainment (PSE)**

- PT Studio Production Assistant

**Hockey Western New York**

- World Juniors Team Services

**WNY Arena**

- Changeover – Part Time
- Parking Attendants – Part Time
- Event Security – Part Time
- Overnight Cleaners – Full Time and Part Time

**Tim Hortons**

- Team Members

**The Healthy Scratch**

- Team Members

**(716) Food and Sport**

- Line Cooks
- Servers
- Food Runners
- Hosts

Interested in this Job? [Click here to contact Student Employment](#)

**Enrollment Mentor: Niagara County Community College – Sanborn, NY  
(On-campus Student Employment Opportunity)**

11/14/17

Enrollment Mentor positions are part-time and hours are based on registration times. Skills needed include basic computer skills, working knowledge of Banner Web Course Scheduler and Degree Works. Must be current matriculated student, must have a 2.5 GPA or higher (freshmen with no GPA must have an 85% high school average.) This is a non-work study position. Rate of pay is \$9.50 per hour.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Manpower: Accounting (PT) – Williamsville, NY**

11/14/17

Manpower is interested in accounting majors and candidates with Quick Books experience. Hours are 8am – 1pm and the rate of pay is \$15-16 per hour.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Sears Holdings Corporation: Various Positions (PT/FT) – Niagara Falls, NY**

11/14/17

**Consultative Sales Associate – Home Appliances**

The Consultative Sales Associate is responsible for enhancing the experience of members and driving profitable sales of Home Appliance area by providing proactive consultative sales assistance.

**Consultative Sales – Home Improvement**

Jobs in this category are responsible for: selling and servicing customers within one or more departments including Home Improvement, Lawn, and Garden, Tools, Sporting Goods etc.

**Cashier & Hardlines Support Associate Seasonal**

The Hardlines Support Associate is responsible for enhancing the experience of our Members and driving sales through courteous and proactive support to Members, accurately and efficiently.

**Backroom Associate Seasonal**

Jobs in the category are responsible for the execution of all receiving activities including unloading merchandise, merchandise preparation and staging, outbound shipments, and daily stockroom.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Beechwood Homes: Dining Services Aide – Getzville, NY**

11/8/17

Prepares and assists with the set-up, clean-up and service of hot and cold meals and for the residents. Dining services are provided in a home-like dining room setting. Successful candidates will have a cheerful attitude with residents and family members, must be willing to learn, and have a basic ability to prepare toast, eggs, and sandwiches in the dining room. Entry level, training provided! This is a part-time position, 7am-3pm, 2-3 shifts per week with rotating weekend coverage.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Beechwood Homes: Certified Nursing Assistants (CNA) – Getzville, NY**

11/8/17

As a CNA at Beechwood Homes, you will assist licensed nursing personnel, assist residents in activities of daily living, encourage socialization and involvement of residents in daily activities, while supporting family and visitor involvement. The CNA provides the foundation of supportive care for our residents! NY certification required. Full-time and part-time, all shifts available.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Ashbury Point: Part-time Servers and Dishwashers – Getzville, NY**

11/8/17

The Server is responsible for taking menu orders from residents and guests, serving meals, and bussing tables. Ensures that tables are beautifully set, chairs are in place. Provides excellent customer service to Asbury Pointe residents in a friendly, courteous manner. Willing to train! Now hiring for part-time hours, 4:30pm - 8pm, 2-3 shifts per week.

Responsible for operating the dish washing machine to properly wash and sanitize all dishes, silverware, glasses, utensils and cooking equipment. Other responsibilities as assigned, such as but not limited to putting supplies away after delivery and emptying refuse containers. Will train! Now hiring for part-time hours: 5pm - 9pm, several shifts per week

**Interested in this Job?** [Click here to contact Student Employment](#)

**Thruway Transport: Transportation Trainee – Niagara Falls, NY**

11/8/17

Part-time opportunity with freight brokerage company to shadow operations manager. 20 hours per week

/ minimum wage. Majors wanted include business and computer science. Skills needed include phone and computer skills.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Friedman & Ranzenhofer, PC: Accounting Specialist – Akron, NY**

**9/8/17**

Majority of duties include: deposit checks, AP, billing, credit card processing, time entry, bank reconciliation, and weekly and monthly reports. Also assist the office team with administrative duties, including: answering telephone calls, scheduling appointments, greeting clients, data entry, maintaining files, drafting correspondence, preparing documents and interacting with our attorneys, clients and staff. Practice areas are civil litigation, contracts, evictions and business formation.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Solar Media: Marketing Officer – Sanborn, NY**

**9/8/17**

The Marketing Officer oversees the company's marketing campaigns both internally and externally and plays a key part in communicating the organization's marketing message.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Allied Universal Security: Multiple positions – Multiple WNY locations**

**9/8/17**

Several opportunities in security are available in the Buffalo area. Allied Universal will assist any new hire with the training they need to get a NYS Guard's License. AU is looking to fill Full Time, Part Time, and Supervisor Positions. AU has entry level and experienced positions available as well as summer positions.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Niagara Crossing Hotel and Spa: Massage Therapist – Lewiston, NY**

**9/8/17**

Seeking responsible part time Licensed Massage Therapists. Recent Graduates are welcome to apply.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Ear, Nose and Throat Care of WNY: Medical Assistant – Williamsville, NY**

**9/8/17**

Schedule and monitor patient appointments, patient registration and triage, assists in obtaining patient histories, takes vital sign, prepares charts, assists with medical procedures, stock and clean rooms.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Triple Track HR Partners: Accounting Assistant – Niagara Falls, NY**

**9/8/17**

Candidates should have knowledge of standard accounting procedures; hands on experience with payroll, A/P and A/R, bookkeeping, data entry and inventory; exceptional attention to detail; ability to effectively communicate verbally and in writing; ability to effectively prioritize and multitask while working under tight deadlines.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Med-Scribe: Medical Scribe / Transcriptionist – West Seneca, NY**

**9/8/17**

Med-Scribe, Inc. is seeking a medical scribe/transcriptionist for a full and part-time, temp to hire, opportunity in the West Seneca, NY area. Bring your superb scribing skills to this Medical Family Practice dedicated to providing quality care in the Buffalo area. In this role, your job duties will be to go room to room with the doctor and type his notes in real time into the EMR system.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Best Buy: Customer Service Rep – Amherst, NY**

**9/8/17**

Openings in Phones, Computers, Home Theater, and Digital Imaging. Includes working with customers over the phone and in store.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Aspire of Western New York: Direct Support Professionals – Buffalo, NY**

**9/8/17**

Provide direct care services for the agency to ensure people with developmental disabilities and similar conditions live their lives to the fullest in keeping with their informed choices.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Med-Scribe, Inc.: Medical Scribe/Transcriptionist – West Seneca, NY**

**9/8/17**

Med-Scribe, Inc. is seeking a medical scribe/transcriptionist for a part-time, temp to hire, opportunity in the West Seneca, NY area. In this role, job duties will be going room to room with the doctor and typing his notes in real time into the EMR system.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Econolodge: Desk Clerk/ Night Auditor – Buffalo, NY**

**9/8/17**

A reliable person is needed who is willing to learn all aspects of hospitality customer service.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Transworld Systems Inc: Customer Service Collector – Amherst, NY**

**9/8/17**



Put your customer service skills to work for you. TSI is a call center in Amherst that specializes in Education, Medical and Utilities bad debt.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Spectrum Human Services: Office Assistant – Buffalo, NY**

**9/8/17**

Performs complex administrative tasks & support to team. Checking clients in/out of office. Obtain verification of clients insurance.

**Interested in this Job?** [Click here to contact Student Employment](#)

**EduKids: Teacher Aide – Buffalo, NY**

**9/8/17**

We are in need of dedicated educators to work in our growing organization. EduKids has been a leader and innovator in childcare and kindergarten readiness programs in Western New York since our first center opened in Orchard Park, in 1989.

**Interested in this Job?** [Click here to contact Student Employment](#)

**EduKids: Cook – Amherst, NY**

**9/8/17**

To provide children and staff with nutritious food choices in a clean, organized environment. Prepare and serve appropriately portioned family style lunch and snacks per EduKids' Cook Handbook at allocated meal times.

**Interested in this Job?** [Click here to contact Student Employment](#)

**HR Works, Inc: Receptionist– Williamsville, NY**

**9/8/17**

A legal receptionist answers telephone calls; screens callers, and promptly routes them per instruction. Greets all guests in a professional manner. Guests may include clients, vendors and attorneys. Completes administrative tasks such as the drafting of correspondence. Correspondence may include letters to attorneys, courts or clients.

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**Burns/Martin Culinary Staffing: Dishwasher and Cooks – Orchard Park, NY**

**9/8/17**

Looking for dishwashers and cooks to fill positions at New Era Stadium for Buffalo Bills Home Games (and usually the day before too). Little-to-no experience is necessary and transportation from a central location will be available.

**Interested in this Job?** [Click here to contact Student Employment](#)

**St. Andrew's Country Day School: PreK 3/4 Aide – Kenmore, NY**

**9/8/17**

St. Andrew's is looking for a PK3/4 aide that can work with young children, help them learn in large and small groups, and that enjoys a faith filled family atmosphere, loves teaching children of all ages.

**Interested in this Job?** [Click here to contact Student Employment](#)

**JCC of Greater Buffalo: After School Inclusion Counselor Aide– Getzville, NY**

**9/8/17**

Counselor Aides are responsible for monitoring the inclusiveness of the program, working 1:1 with children when needed, escorting children to classes, finding ways to adapt activities to meet the needs of the child with special needs, follow weekly schedules, meeting/greeting parents, as well as assist the Head Counselor in implementing activities and supervision of the rest of the children in the program.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Roswell Park Cancer Institute: Writer/Editor – Buffalo, NY**  
**9/8/17**

Health Research Inc., (HRI) Roswell Park Division is seeking a Writer/Editor. The Writer/Editor writes/edits copy for press releases, newsletters, brochures, scripts, direct mail pieces, website, features and other written communications relating to research findings, new programs and services, technology, faculty, grant awards, meetings, presentations and community initiatives.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Niagara Hospice: Ambulette Attendant – Lockport, NY**  
**9/8/17**

The Ambulette Attendant will be responsible for accompanying the Ambulette Driver during any required transports of Hospice Patients. The role will be to assist the Driver with the safe transfers of patients to and from Ambulette gurney, transfers of patients in and out of the Ambulette, ensure the comfort and safety of passengers during transport. During hours when the Ambulette Attendant is not engage s/he will perform other duties consistent with the background or abilities (i.e., housekeeping, maintenance, medical records.).

**Interested in this Job?** [Click here to contact Student Employment](#)

**Elderwood: CNA – Buffalo, NY**  
**9/8/17**

Free CAN training available. Join a leader in health care and gain real-world, direct care experience.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Woodhouse Day Spa: Licensed Massage Therapist – Buffalo, NY**

**9/8/17**

Perform exceptional massages and body treatments following award winning protocols. Fully prepare each and every treatment based on our treatment criteria. Educate the guest on the benefits of the service performed and recommends products for home use.

**Interested in this Job?** [Click here to contact Student Employment](#)

**Cornerstone Arena Key Bank Cafe: Concession Stand Crew Member – Lockport, NY**

**9/8/17**

Position is responsible for a variety of tasks associated with concession stand food service in busy ice skating arena.

**Interested in this Job?** [Click here to contact Student Employment](#)