

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

Facial Expressions Day Spa: Massage Therapist- Fredonia, NY
3/12/2018

Description: Looking to hire a part time massage therapist comfortable with performing therapeutic massages of soft tissues and joints. Possibly assisting in the assessment of range of motion and muscle strength, or propose client therapy plans. Massaging and kneading muscles and soft tissues of the body to provide treatment for medical conditions, injuries, or wellness maintenance.

Rate: Commission / Hourly Negotiable

Requirements:

- Valid NYS Massage Therapy License

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

ICL Construction and Landscaping : Landscaping Labor- Niagara Falls, NY
3/12/2018

Description: Landscaping labor, cut grass, use weedwacker, leaf blower install mulch/stone. Must be able to lift 50 pounds. Help with carrying materials

Rate: \$13.00 / hour

Requirements:

- Must be willing to work
- Friendly and fun.
- Must be able to lift 50 pounds
- Able to work outdoors in the elements.

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

Twentieth Century Club : Line Cook/Prep Cook- Niagara Falls, NY

3/12/2018

Description: Assists Sous Chef in all aspects of food preparation to the instructions. This includes chopping, washing, and slicing of fruits and vegetables, and cutting, cleaning and boning various types of meat, fish and poultry preparing soups and sauces; and vegetables; carving and meats for hot and cold service, or for sandwiches, seasoning and food according to recipes, or personal judgment or the temperature of and manning ovens, broilers, grills and roasters; observing and testing foods determine if they have been sufficiently cooked. Assists in planning, preparation and removal of staff meal. This Includes meal planning with buffet for future menu items or staff meal. These items will be packaged and stored properly in accordance with the Sous Chef. Portions, garnishes and plate presentation of food as directed by the Sous Chef Maintains a clean and neat work area. Assists in kitchen maintenance to include but not limited cleaning of equipment and dishwashing. Assists and maintains proper food storage in all areas in the kitchen and service area. This will include in orders and proper storage of items with rotating items on shelves in all areas

Requirements:

- Knowledge and application of all aspects of safe food handling regulations set down by the health department
- Ability to stand for hours at a time: to lift heavy pots and pans, and to work near hot ovens, stoves, and grills
- Ability to cooperatively work with other under constant pressure and a hectic pace.
- Ability to work the required hours in order to successfully perform the duties of the position
- 1 year minimum experience of applicable food prep and cooking in a “tablecloth restaurant” or private club. Completion of a course of study in a recognized chef/cook training program preferred

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Family & Children’s Services of Niagara : Community Engagement Worker- Niagara Falls, NY

3/12/2018

Description: The Community Engagement Worker will gain knowledge of Family & Children’s Service of Niagara’s (FACS) programs and assist in providing outreach and developing an outreach plan to engage the Eastern Niagara community . Through this position, the Community Engagement Worker will develop skills in community engagement and outreach, build a knowledge base of community resources and have a “hand’s on” opportunity to further the Mission of a Human Service Organization. This position will assist program staff with daily job duties as well as administrative staff in strategizing engagement of Eastern Niagara County with FACS programs. The addition of the Community Engagement Worker will allow FACS to a have a larger reach to the community. The community will

benefit due to a greater awareness and understanding of FACS program services available and how to access those services.

Rate: \$10.40 / hour

Requirements:

- High school diploma/GED required
- Current college student able to work 340-350 hours between May and August
- Knowledge of community resources
- Good writing and organizational skills
- Ability to relate to people with respect to their individuality and cultural diversity

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Pautler's Drive-In of Clarence: Cook - East Amherst, NY
3/12/2018

Description: Fast Food type restaurant featuring hand pressed burger and homemade delicacies. Also serving delicious salad and beef on weck.

Rate: Good pay based on experience

Required:

- Experience on grill
- Flat top/fryers preferred, but willing to train

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

Youngstown Yacht Club: Private Club Bussers- Youngstown, NY
3/9/2018

Description: The Youngstown Yacht Club is looking for eager, energetic bussers to round out our dining room team. This is a great entry level restaurant position that provides a springboard for personal and professional development and which will groom first time employees for the adult work force.

We promise a work environment that is respectful and will treat you as a team member who has an important role to play in the overall satisfaction level of our members and their guests. We will provide you with training and on-going coaching and mentoring that will ensure that this experience will ready you for a position of greater responsibility in the future.

Qualified candidates will be able to demonstrate that they are well-groomed, will work hard to achieve goals and are driven to succeed. Additionally they will be able to provide personal references that can speak to their character and personal discipline.

Rate: \$12.00/Hour (not tips)

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

Youngstown Yacht Club: Private Club Bartenders- Youngstown, NY
3/9/2018

Description: The Youngstown Yacht Club is looking forward to a busy and exciting season and is in need of energetic, enthusiastic, skilled bartenders who have a passion for delivering extraordinary service each and every shift, going above and beyond to ensure that our members and their guests are ecstatic.

The competitive candidates will be able to demonstrate a history of restaurant and/or private club bartending and serving experience and can provide references that speak to a stellar attendance record, personal character, mixology skills, ability to remain calm and organized under pressure, as well as possessing emotional intelligence sufficient to read and engage with guests at the bar. Additionally he/she will have a good working knowledge of food, food preparation, wine, beer and spirits and is organized and strategic in high volume situations.

Candidates must be broadly available to work weekdays and weekends, day and night from April through September.

Rate: \$10.40/Hour + Tips

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

Youngstown Yacht Club: Private Club Server- Youngstown, NY
3/9/2018

Description: The Youngstown Yacht Club is looking forward to a busy and exciting season and is in need of energetic, enthusiastic, skilled servers who are driven to deliver extraordinary service each and every shift to each and every guest, and to go above and beyond to ensure that our members and their guests are ecstatic about their YYC dining experience, such that they return frequently.

The competitive candidates will be able to prove a history of restaurant or private club serving experience and can provide references that speak to a stellar attendance record, high character and sufficient maturity to negotiate guest service opportunities and challenges. Additionally he/she will have a good working knowledge of food, food preparation, wine, beer and spirits and is organized and strategic in high volume situations.

Candidates must be broadly available to work weekdays and weekends, day and night from April through September.

Rate: \$10.40/Hour + Tips

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

Craft Coffee House : Cafe Worker - Pendleton, NY
3/9/2018

Description: The ideal candidate would have experience working in a fast-paced environment with barista or food prep experience. Any candidate would be exposed to learning all coffee/espresso drinks and preparation of items on our menu including baked goods, artisan breads, sandwiches and breakfast items. Being friendly, personable and completely dedicated to customer service is a must for any candidate. I will be looking for someone to learn the operations of the business to potentially serve as an assistant manager in some capacity.

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Scott Lawn Yard Inc.: Entry Level Accountant - Niagara Falls, NY
3/5/2018

Description: This person would be under supervision and primarily responsible for accounts payable, including coding of invoices for job costing, entry into accounting software, verifying of invoiced quantities and amounts to backup, and reconciling of field recorded quantities to billed quantities.

There will be some, but minimal, general office duties assigned to this position as well. This position does have the potential to expand for the right person. We are looking for someone with basic accounting knowledge and some analytical capabilities. Attention to detail is critical for success. Prior experience is not necessary and training will be provided. Hours can be flexed to accommodate student schedules.

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

Bakery Restaurant: Cook - Niagara Falls, NY
3/5/2018

Schedule:

- 4 pm - 10 pm

Rate: \$11-\$13 / hour (based on experience)

Requirements:

- Cooking and kitchen experience

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

YMCA Buffalo Niagara: Summer Day Camp Counselor - Niagara Falls, NY
3/9/2018

Description:

YMCA Buffalo Niagara fulfills its mission by offering a full spectrum, of youth development, health and wellness, social, and recreational programs to more than 100,000 people in Western New York, regardless of race, religion, age, ability, and income level.

As a dynamic, charitable community-based organization, the Y provides financial assistance to thousands of youth, families, and seniors each year so that they can take part in YMCA membership and programs. YMCA Buffalo Niagara is comprised of seven branches throughout Western New York, YMCA Resident Camp Weona, and provides program at over 40 community based program sites.

YMCA Buffalo Niagara is looking for talented individuals with a passion for the YMCA mission and cause, an understanding of YMCA programs and services, and whose everyday priorities are a reflection of core YMCA values of caring, honesty, respect, and responsibility.

POSITION SUMMARY:

Provides leadership and guidance to campers. Plans and implements camp activities and ensures the safety of campers.

Duties:

1. Plans and implements camp activities as per the program design.
2. Supervises the assigned group of campers.
3. Identifies and resolves problems. Implements appropriate discipline techniques and procedures.
4. Pursues innovative and creative ways to implement camp components.
5. Ensures effective communication between staff and parents of campers.
6. Develops and maintains positive, open communication between campers and camp staff.
7. Maintains work rules and regulations as required by YMCA Buffalo Niagara and the NYS Health Department.
8. Performs administrative functions as assigned in the areas of attendance, parent evaluations and health records.
9. Participates with campers in the pool during swim lessons and free swim.
10. Attends staff meetings, training sessions, overnights, and field trips as scheduled.
11. Implements ongoing safety checks to assure a healthy and safe camp environment. Implements emergency procedures when necessary.
12. Remains with the assigned group at all times and keeps constant, visual track fo all assigned campers unless relieved by a qualified person.
13. Sets up, organizes and cleans up the camp area at the beginning and end of each day.
14. Completes additional duties as assigned.

Requirements:

- 1. Must have at least one year experience as a Junior Counselor, Counselor in Training, or other equivalent position.
- 2. Must be able to successfully plan and lead activities for children in an camp environment.
- 3. Must be at least 18 years of age or a high school graduate.

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

YMCA Buffalo Niagara: Child Care Aide - Niagara Falls, NY
3/9/2018

Description:

YMCA Buffalo Niagara fulfills its mission by offering a full spectrum, of youth development, health and wellness, social, and recreational programs to more than 100,000 people in Western New York, regardless of race, religion, age, ability, and income level.

As a dynamic, charitable community-based organization, the Y provides financial assistance to thousands of youth, families, and seniors each year so that they can take part in YMCA membership and programs. YMCA Buffalo Niagara is comprised of seven branches throughout Western New York, YMCA Resident Camp Weona, and provides program at over 40 community based program sites.

YMCA Buffalo Niagara is looking for talented individuals with a passion for the YMCA mission and cause, an understanding of YMCA programs and services, and whose everyday priorities are a reflection of core YMCA values of caring, honesty, respect, and responsibility.

POSITION SUMMARY:

Facilitates the lesson plan to children in a creative and stimulating environment. Currently need staff at the Lewiston Porter (Primary Education Center)

Duties:

1. Facilitates the daily/weekly lesson plan as directed by the SACC Site Coordinator.
2. Provides direct leadership to the assigned group unless relieved properly by an appropriate staff person. Maintains constant visual contact with all assigned students.
3. Maintains a safe and clean program area which complies with all standards and regulations set by the YMCA, school administration, and OCFS.
4. Develops and maintains a positive relationship with participants, parents, school personnel, and YMCA staff.
5. Assists in the distribution and collection of program surveys ensuring a 50% return rate and a 90% satisfaction rate.
6. Attends all required training sessions and staff meetings.
7. Carries out other tasks as assigned.

Requirements:

- Must be at least 16 years old. Must have valid NYS Working papers if under 18 years of age.
- Must have experience in working with elementary school age children.
- Knowledge, experience and skills in the areas of group work, child development, values, education and group activities are preferred.
- Must complete and submit the following items prior to employment to meet NYS OCFS licensing requirements:
 - NYS Medical Statement (DSS4434) completed by a physician (Tuberculosis testing is mandatory.)
 - State Central Registry (SCR) Form
 - Undergo fingerprint process to conduct criminal history record check
 - SEL Check form
 - regularly required to: bend, stoop, kneel, twist, sit, reach with hands, grasp, stand, sit, hear, speak, have finger dexterity, walk, run, lift up to 80 pounds, push, pull and have visual acuity.

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

Coach: Sales Associate - Niagara Falls, NY
3/5/2018

Schedule:

- Must be available 5 hours on sat/sun
- At least 1 day a week

Rate: \$10-12/hr

Requirements:

- Must have good people skills
- Must be punctual
- Must be professional

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

Mental Health Association in Niagara: Respite Worker - Lockport, NY
3/5/2018

Description: The mission of the MHANC is to promote mental wellness by sponsoring and implementing advocacy, education and community service programs.

Rate: 11.00/hr

Schedule:

- 7am-3pm and 3pm-11pm
- Very flexible hours

Requirements:

- Degree in mental health or children related field preferred
- Must be able to pass fingerprinting / background check
- Have reliable transportation and cell phone
- Patience and understanding with children with mental health diagnosis

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

Elecdirect LLC: Warehouse Helper - Sanborn, NY
3/5/2018

Description: Pick/pack orders, stock, some light maintenance (ie: sweeping, taking out garbage, recycling). We will train the right person

Rate: 11.00/hr

Schedule:

- 7am-3pm and 3pm-11pm

Requirements:

- Attention to detail
- Punctuality
- Ability to Lift 50 - 75 lbs.

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

Beechwood Homes: Certified Nursing Assistants - Getzville, NY

3/5/2018

Description: 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.

Schedule:

- 7am-3pm and 3pm-11pm

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

Beechwood Homes: Dining Services Aide - Getzville, NY

3/5/2018

Description: As a Dining Services Aide at Beechwood Homes, you will prepare and assist 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 beverages and sandwiches in the dining room. Entry level, training provided!

Schedule:

- 4 PM - 7:30 PM

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

St. Joseph's Cemetery : General Labor- Niagara Falls, NY
2/26/2018

Duties:

- Use of weed whacker and leaf blower
- Pulling weeds
- Raking debris
- Use of wheelbarrow
- Spreading mulch,
- Watering plants,
- Picking up litter,
- General cleaning of buildings.

Duties will change on a day to day basis depending on need and weather.

Schedule:

- Monday - Friday 8-4PM
Hours may fluctuate depending on weather

Qualifications:

- Must be able to perform physical tasks throughout the entire day
- Horticulture or related major preferred

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

Randstad: Data Entry Operators - Getzville, NY
2/26/2018

Description:

Are you looking to get your foot in the door with a large and reputable company? Randstad, in partnership with Citigroup, is currently looking to hire full-time & part-time, Data Entry Operators! At Randstad, we offer more than just a great job. Our employees are eligible to receive benefits such as Medical, Vision, Dental, discounts on gym memberships & phone plans, access to 401k plan after only 6 months of employment, and so much more.

Rate: \$12.25/hour

Saturday & Sunday 7-5:30 PM

Qualifications:

- Alpha-numeric testing will be administered to determine ability to type at least 8500 keystrokes per hour, and at least a 95% accuracy level
- Must be willing to submit to credit, fingerprint, and drug test
- High school diploma or equivalent required

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

Randstand: Data Entry Operators - Getzville, NY
2/26/2018

Description:

Are you looking to get your foot in the door with a large and reputable company? Randstad, in partnership with Citigroup, is currently looking to hire full-time & part-time, Data Entry Operators! At Randstad, we offer more than just a great job. Our employees are eligible to receive benefits such as Medical, Vision, Dental, discounts on gym memberships & phone plans, access to 401k plan after only 6 months of employment, and so much more.

Rate: \$12.25/hour

Thursday-Sunday 1-11:30 PM, Saturday's are 11-9:30 PM

Friday-Monday 1-11:30 PM, Saturday's are 11-9:30 PM

Qualifications:

- Alpha-numeric testing will be administered to determine ability to type at least 8500 keystrokes per hour, and at least a 95% accuracy level
- Must be willing to submit to credit, fingerprint, and drug test
- High school diploma or equivalent required

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

Nuttall Gear: Purchasing Associate- Niagara Falls, NY
2/26/2018

Description:

Nuttall Gear, LLC is seeking an associate to provide technical and administrative support to the Materials department by assisting with order placement and purchasing and production documentation. Maintain sound relationships with vendors. Actively interface with various suppliers and internal departments to ensure timely delivery of materials to the facility in order to ensure superior customer satisfaction.

Rate: \$11.00/hour

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare all production order packets, including drawings and miscellaneous items, and distribute them to the proper personnel
- Receive and review acknowledgements for POs, update the system if necessary, and advise responsible Buyer / Planner of significant discrepancies from original PO
- Expedite deliveries and maintain revised delivery dates in the system, advise responsible Buyer / Planner of significant discrepancies from original PO
- File purchasing documents
- Provide drawing prints to employees as requested
- Program fax and scanner recipients via internet
- Maintain supplier database in ERP system
- Additional duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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

Lacey Heavy Equipment: Shop/Yard Maintenance - Lockport, NY
2/26/2018

Description:

Heavy equipment repair & rentals . Parts & Service. Transmission rebuild. Engine overhaul. Final drive repairs. Differential repairs. Line boring. Welding. The job available is for maintenance; sweeping, outdoor maintenance, lawn mowing.

Rate: Minimum Wage

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

Badding Bros Farm Market & Garden Center: Greenhouse Retail Associate - Amherst, NY
2/26/2018

Description:

Badding Bros Farm Market & Garden Center is a family owned & operated garden center & farm market that has been servicing the WNY community for 35 years. Badding Farm is considered a grower/retailer, specializing in unique annuals & perennials that we both grow & retail on-site. We offer locally grown annuals, perennials, and hanging baskets, as well as local produce during summer & fall.

Requirements:

Previous experience in a customer facing role. Strong communication skills. Plant knowledge and/or enthusiasm to learn. Ability to load/unload plants. Willingness to work with others.

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

**Badding Bros Farm Market & Garden Center: Greenhouse Associate - Amherst, NY
2/26/2018****Description:**

Badding Bros Farm Market & Garden Center is a family owned & operated garden center & farm market that has been servicing the WNY community for 35 years. Badding Farm is considered a grower/retailer, specializing in unique annuals & perennials that we both grow & retail on-site. We offer locally grown annuals, perennials, and hanging baskets, as well as local produce during summer & fall.

Requirements:

Ability to load/unload plants. Must be in proper physical condition to perform daily outdoor work in all weather conditions. Strong communication skills. Plant knowledge and/or enthusiasm to learn. Willingness to work with others.

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

**Shining Stars: Teacher Aide – Buffalo, NY
2/16/2018**

Rate: \$10.40/hour

Requirements:

- Major in a Early Childhood Development or other child related major preferred
- Must be responsible
- Must be considerate
- Must be able to lift
- Must love working with children

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

Niagara County Employment & Training: Summer Youth Counselors – Niagara, NY

2/16/2018

Description:

Under supervision, the incumbent is responsible for placement and directing seasonal employees in various program-participating municipalities and/or non-profit agency positions. Performs sub-professional duties in directing and assisting in the management of the summer employment program in the Employment and Training department. Does related work as required. **NOTE:** This is thirteen (13) week temporary seasonal position.

Duties:

- Conducts department established job related training sessions;
- Screens applicants and places them in positions as summer youth employees
- Evaluates performance of summer youth employees;
- Maintains records and reports relating to summer youth employment programs
- Collaborates with management staff of agency regarding proper job assignment and training experience for your employees
- Ensures compliance with regulations relating to youth employment program by on-site visits.

Requirements:

- Knowledge of program and community resources
- Ability to direct, motivate, and establish rapport with young people
- Ability to write reports and maintain statistical data
- Graduation from High School or a NYS equivalent diploma
- Minimum of 30 credit hours from an accredited college or university
- OR 2 years full-time paid post high school working experience in a field that involves youth counseling or leadership

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

University at Buffalo Center for the Arts Production Department: Hospitality Position – Buffalo, NY

2/12/2018

Description:

The position is an hourly, occasional freelance position, needed approximately 15-20 times per year between 8 - 12 hours. The facility hosts a variety of events and provide some hospitality services to the artists and tours that utilize the space for performance, ceremonies, and meetings. The hospitality position monitors the hospitality suit during such events to make sure that health codes are being met (i.e. sanitizing the suite, monitoring food and chafing dishes, dishwashing, beverage stock, etc.), as well as helps out with dressing rooms and laundry.

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

Sherwin-Williams: Delivery Driver- Lockport, NY
2/9/2018

Description:

This position delivers products to customers from Sherwin-Williams paint stores. It is responsible for ensuring that deliveries are prepared to meet customer requirements in the most efficient manner. This involves loading customer orders properly on the truck, ensuring that appropriate forms are completed, following designated routes and time schedules from a mobile device, and delivering merchandise to the customer in a safe and timely manner. Delivery Drivers may also be called upon to perform other tasks as needed, including warehouse duties, tinting and mixing customer orders and waiting on customers in our paint stores.

Qualifications:

- Must have the authorization to work in this country without visa sponsorship.
- Must be at least 21 years of age.
- Must have a valid and unrestricted driver's license, and an acceptable driving record from the State Bureau of Motor Vehicles.
- High school diploma or comparable certification (e.g. GED).
- Must be able to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs. frequently.
- Must be able to tint paint, therefore, must have good color perception.
- Must be able to operate a computer and communicate via the telephone.
-

Preferred Qualifications:

- Experience in a delivery, retail sales or customer service position

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

Rite-Aid: Pharmacy Technician - Lockport
2/9/18

Description:

As a Pharmacy Technician in Training, you are a vital part of our wellness store team responsible for assisting the Pharmacist and Pharmacy Manager in serving our customers/patients and maintaining the Pharmacy department. In order to be able to properly serve our patients and to assist the Pharmacist and Pharmacy Manager it is essential that you become properly certified to assume the position of a certified Pharmacy Technician. The role of community pharmacies in the health care industry continues to evolve as does the role of the Pharmacy Technician.

Qualifications:

- High school diploma or general education degree (GED), plus 600 practical hours working in retail and/or pharmacy operations; or equivalent combination of education and experience.
- Pharmacy Technician certification where required by state law.
- Rite Aid Technician Training Program certification in all modules, job class/codes up to and including “Pharmacy Technician”.
- Successful achievement of Rite Aid’s Pharmacy Technician Certification.

Duties:

- Successfully complete the Rite Aid Pharmacy Technician Training & Certification Program. This on-the-job program is designed and provided by Rite Aid Pharmacy. You are expected to successfully complete the program within 6 months of your date of hire or promotion into the Pharmacy Technician in Training position. Successful completion of the Program is defined as completing: all Computer Based Training (CBTs), Workbook exercises, classroom sessions and obtaining a passing grade on the Final Competency Exam.
- Perform all functions and duties of a Pharmacy Service Representative to ensure prompt service in the Pharmacy Department.
- Perform computer entry of prescription information including but not limited to: patient search, prescriber search, drug selection, prescription interpretation & entry, insurance billing and basic problem resolution.
- Accept customer and prescription information required to process new and refill prescriptions, including refill authorization from doctor offices where permitted by state law.
- Retrieve the appropriate medication from inventory where permitted by state law.
- Create prescription labels and put them on prescription containers where permitted by state law.
- Place medication into prescription containers where permitted by state law.
- Complete paperwork related to filling prescriptions and input customer and prescription data into the computer system where permitted by law.
- Assist with maintaining the Pharmacy department by keeping it clean and in order.
- Assist in inventory management processes including: order review, inventory returns, restocking shelves, and physical inventory preparation.
- Administer Rite Aid programs including: FlavoRx, Living More, etc.
- Reconstitute oral liquids where permitted by state law.

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Description:

Through this program, we strive to provide young people with the opportunity to Earn money, obtain financial literacy education, and gain meaningful work experience. Learn and develop the skills, attitudes, and commitment needed to succeed in today's world of work. And gain exposure to various career industries. As well as interacting with dynamic working professionals in a positive work environment.

Rate: \$10.40/ hour

Qualifications:

- Between the ages of 14 and 20, as of August 18th, 2018

Applicants Must Have:

- Copy of Social Security Card
- Birth Certificate
- Recent Report Card
- Proof of Address
- Copy of Photo ID
- Original Working Papers for youth 16-17 (Green Card) or for youth 14-15 (Blue Card)
- Males 18 years of age or older must present evidence that they have registered for Selective Service in compliance with Section 3 of the Military Selective Service Act.
- If under 18, parent or guardian must sign application

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**Bailey Brothers Landscaping and Snow Removal: Landscaper / Lawn Maintenance Technician –
Niagara County, NY**

2/5/18

Description:

Bailey Brothers Landscaping and Snow Removal is seeking responsible individuals to join our seasonal landscaping and lawn maintenance team! Ideal candidates will be comfortable operating lawn maintenance equipment such as lawn mowers, trimmers, and blowers. Candidates can expect to perform maintenance duties in a variety of weather conditions. Regular attendance and punctuality is a must! Position pays hourly based on experience.

Qualifications:

- High school degree or GED
- Previous experience in landscaping, lawn maintenance and hardscape a plus.

- Ability to make minor equipment repairs
- Must pass background check and drug test
- Must be at least 18 years of age
- Must have clean NY State driver license and own transportation
- Able to work in team setting
- Excellent communication and customer service skills
- Able to physically stand, bend, squat, and lift up to 50 pounds

Duties and Responsibilities:

- Operate push or commercial zero turn lawnmower; may operate heavier tractor equipment if needed (such as track loader)
- Operate other lawn care equipment such as string trimmer and edger
- Spread fertilizer, plant food, mulch, and other materials around plants
- Remove weeds and dead plants; prune overgrown limbs and leaves
- Use leaf blower to clear walkways and pedestrian areas after lawn maintenance
- Maintain existing landscapes
- Plant new flowers, bushes, plants, and decorative shrubs
- Rake fallen leaves and remove debris
- Remove tree limbs, overgrowth, and other hazards
- Properly store and handle all equipment, tools, etc.
- Other duties as assigned by team leader

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Sherwin-Williams: Sales Associate - Lockport, NY
1/30/18

Position: Sales Associate

Description:

This position is responsible for supporting the sales efforts at a Sherwin-Williams paint store, servicing wholesale and retail customers. It will assist customers in person and over the phone by determining needs and presenting appropriate products and services. This involves ensuring that sales transactions are completed accurately, maintaining accurate work order files and formulas, pulling appropriate products from the sales floor or warehouse, and tinting and mixing them to customer specifications. This position will also stock shelves and set up displays, clean store equipment, and load and unload trucks. It may also assist in making deliveries if necessary.

Qualifications:

- Must be at least 18 years of age.
- Must have a valid driver's license.
- Must be authorized to work in country of employment without sponsorship for employment visa status.
- Must be able to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs.

- Must be able to tint paint, therefore, must be able to distinguish the difference between colors.
- Must be able to operate a computer and communicate via the telephone.
- Must have high school or comparable certification

Preferred Qualifications:

- Prior experience in a sales or customer service position.
- Customer service skills, including problem solving and handling customer complaints.
- Good written and verbal communication skills.

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

SUNY Broome Community College: Technical Assistant IIA - Broome County, NY
1/30/18

Position: Technical Assistant IIA

Rate: \$22.14 / hour, 29.5 hours per week, required to work afternoons and 1 - 2 evenings per week.

Description:

The worker's duties will include setting up laboratory sessions based on faculty requirements; ordering and maintenance of laboratory supplies; completion of paperwork for purchasing laboratory supplies and maintenance of appropriate files; keeping laboratory clean and in good working order throughout the course of the semester. The Technical Assistant will be present during all laboratory and open lab sessions in order to assure all supplies are available and in good working order.

Job Requirements:

- A working knowledge of healthcare procedures
- A working knowledge of equipment to work efficiently and effectively on Nursing faculty terms
- An associate's degree in a nursing related field
- Must be comfortable in a diverse, student-centered environment

All Applications Must Be Received By **Friday, February 9, 2018.**

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

Fastenal: Sales Support - Kenmore / Niagara Falls, NY
1/30/18

Fastenal is looking for a part-time worker that:

- Has a strong interest in sales
- Enjoys working in a face-paced, challenging environment
- Fulfill service-based duties that present new and diverse challenges daily
- Is 18 years or older
- Has a valid driver's license
- Possesses / working towards a degree in Business/Marketing OR
- Has equivalent industry experience and knowledge of local market

Duties include but are not limited to:

- Assisting with sales/customer service
- Managing Inventory
- Placing and fulfilling orders
- Receiving and shipping inventory
- Performing deliveries with company vehicle

The worker must:

- Have excellent written and oral communication skills
- Have strong computer and math skills
- Exhibit a strong aptitude for sales and a desire to sell
- Be highly motivated, self-directed, and customer service oriented
- Demonstrate our core values of Ambition, Innovation, Integrity, and Teamwork
- Be able to lift, slide, and lower packages weighing between 25-75 lbs.
- Be able to pass the required drug screen

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

**The Market in the Square: Bakers – West Seneca, NY
1/25/18**

The Market in the Square offers an in-store bakery. They make many signature baked goods from scratch including almond rings, placek, "Broadway Cupcakes", cheesecakes and more.

The Market in the Square is always looking for qualified bakers and people who are willing to learn the trade. NFCI students would be a good fit for the company's needs.

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

**St. Timothy's Lutheran Child Care Center: PT Teacher Assistant – Grand Island, NY
1/23/18 (Immediate Opening!)**

St. Timothy's Lutheran Child Care Center is looking for **OUTSTANDING** teacher assistants! Full and Part Time positions are available! We are open from 6am-6pm Monday - Friday.

Candidate must be:

An outgoing and happy person

An excellent communicator and rapport builder with parents.

Organized and maintain a clutter free environment

Creative in lesson planning

Kind and compassionate

Committed to academic achievement and developmentally appropriate practice

For an assistant teacher position we are looking for someone with a high school diploma, who Loves to play and is passionate about working with young children under 5 years old!

Visit our website at www.sttimothygrandisland.com for more information about our program!

Afternoon Availability is a must!

Benefits include: Higher than average industry pay, Paid Time Off, Paid Training

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

**Osteria 166: Part-Time Host/Hostess – Buffalo, NY
1/18/18**

Are you interested in providing excellent customer service, with room for advancement? Osteria 166 is seeking a part-time host/hostess to join our team! Contact Career Services for more information.

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

**Niagara History Center: Registrar Assistant and Office Assistant Workships – Niagara Falls, NY
1/16/18**

The Niagara History Center is among several organization taking applications for student summer positions funded by the Grigg Lewis Foundation Workship Program.

The grant will support the museum positions of a registrar assistant and an office assistant. Both interns will work from late May to mid-August, from 9 a.m. to 5 p.m. daily.

Eligible applicants must be currently attending college and residents of Eastern Niagara County or enrolled at Niagara University or Niagara Community College.

Contact the History Center at 434-7433 or email melissa@niagarahistory.org for an application.

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

**Eastern Niagara County: Various Workerships – Niagara County, NY
1/16/18**

EASTERN NIAGARA COUNTY EMPLOYMENT OPPORTUNITIES

Sponsored by the Grigg Lewis Foundation, Inc.

ALL APPLICANTS MUST APPLY ONLY TO THE SPONSORING AGENCY

The Grigg Lewis Foundation, Inc. will fund the following Workerships for Summer 2018 for local college students. Workerships are for approximately 350 hours at minimum wage.

Selection of workers, work schedule and payroll are the responsibility of the sponsor.

Qualifying students, living in Eastern Niagara County, should apply ONLY with the sponsoring agency.

SPONSORS CONTACT JOB TITLES AVAILABLE

Cornell Cooperative Extension of Niagara Co.: 4-H Youth Intern (2 positions available)

Dale Association: Center for Wellness/Office Assistant, Information Desk Assistant

DeSales Catholic School: Marketing & Advancement Assistant

Equi*Star, Inc.: Program Assistant / Stable Help (2 Positions Available)

Family & Children's Service of Niagara: Community Engagement Intern

Historic Palace, Inc.: Marketing & Development Intern, Performing Arts Instructor

Kenan Center: Marketing/CRM Assistant, Summer Youth Programming Assistant

Lockport Ice Arena & Sports Center At Cornerstone CFCU Arena: Creative Marketing Intern

Lockport Main Street: Special Events Assistant

Lockport Public Library: Children/Youth Services Summer Reading Assistant, Reference Student Assistant

Mental Health Association: Program Assistant Intern

Niagara Co. Historical Society: Office Assistant, Registrar Assistant

Niagara Hospice: Marketing P/R Intern, Special Events Intern

NIOGA Library System: Visiting Summer Storytellers (2 Positions Available)

Opportunities Unlimited - (Lockport Location): Fine Arts Intern, Day Habilitation Intern

Presbyterian Home – Lockport: Activities Intern

Salvation Army: Day Camp Co-Director (2 positions available)

United Way of Greater Niagara: Campaign & Program Review Assistant, Marketing & Special Events

Youth Mentoring Services: Summer Program Assistant (2 Positions Available)

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

Randstad (Staffing Company): Data Entry Operators (Citigroup) – Buffalo, NY
11/16/17

Randstad, in partnership with Citigroup, is currently looking to hire full-time & part-time, Data Entry Operators! Openings are available on all shifts with pay ranging from \$12.25 - \$12.50/hour.

This is an exciting opportunity for anyone looking to change careers, or looking to find something that works with a busy schedule.

At Randstad, we offer more than just a great job. Our employees are eligible to receive benefits such as Medical, Vision, Dental, discounts on gym memberships & phone plans, access to 401k plan after only 6 months of employment, and so much more.

Available Shift Times; Overtime hours may be available on as needed basis

2nd Shift-- pays \$12.25 per hour & \$16.66 per hour for over time.
Friday-Monday 1pm-11:30pm
Thursday -Sunday 1pm-11:30pm

3rd Shift-- pays \$12.50 per hour & \$17 per hour for over time.
Wednesday-Friday & Sun 9pm-7:30am
Thursday, Friday, Sunday, and Monday-- 9pm-7:30am

Job Requirements:

- Alpha-numeric testing will be administered to determine ability to type at least 8500 keystrokes per hour, and at least a 95% accuracy level
- Must be willing to submit to credit, fingerprint, and drug test
- High school diploma or equivalent required

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

Thruway Transport: Transportation Trainee – Niagara Falls, NY
1/11/18

Part-time opportunity with freight brokerage company to shadow operations manager. 20 hours per week / \$12.00 hr. Majors wanted include business and computer science. Skills needed include phone and computer skills.

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

**Honeymoon Trail Winery: Part-Time Tasting Room and Wine Maker Positions –
Lockport, NY
1/5/18**

Tasting Room Position - Honeymoon Trail Winery is seeking an enthusiastic, hard-working tasting room associate to help oversee tasting room operations at the winery Sunday - Thursday, with flexibility for events and weekends and may be some evenings during special events and through the busy season. We would like candidates to have some experience in sales - esp. wine sales and hospitality - but will train.

Proactive, good communications skills, an interest in locally produced wines, outgoing personality and general "people skills" are key functions for the job.

- Interacting with small and large groups of customers and managing traffic flow in winery
- Exploring new ways to drive sales
- Working with outside liquor stores and taking wine orders
- Operating cash register and cc machine
- Must be 21 or older and have reliable transportation
- Facebook and Instagram skills to help promote winery/events
- Handling tasting room organization, signage, displays and general cleanliness inside and outside
- Must be trustworthy, responsible
- Must be able to lift 40+ lbs
- 25-35 hours per week

Wine Maker Position - Honeymoon Trail Winery is seeking a wine maker for our winery - this is a family owned winery - the heart of our success is our people. We are seeking a wine maker with a passion for wine making to work and continue to produce quality award winning wines.

Duties to include all aspects of wine production and quality control, must be responsible, dependable, highly motivated to work and produce quality product. Experience required.

Must be able to lift 40+ lbs

Must work well with others and have good cleanliness and organizational/record keeping skills.

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

**SUNY Broome Community College: Staff Associate (PT) Educational Opportunity
Program - Binghamton, NY**

1/3/18

SUNY Broome Community College is currently accepting applications for a Staff Associate (H) for the Educational Opportunity Program to support the needs of SUNY Broome's EOP students. This is a part-time, grant-funded position available through August 31, 2018. The EOP Staff Associate provides academic advisement, personal, social, career and financial counseling for students. Serves as co-coordinator for the EOP Success Workshop Series, assists in the development and implementation of the EOP Summer Advancement Academy and acts as a liaison between EOP and the campus community. Maintains records and documentation and produces periodic reports.

This position provides counseling for the Educational Opportunity Program (EOP). The Staff Associate offers support services to EOP and is responsible for the smooth transition and retention of academically and economically disadvantaged students at SUNY Broome. This position is charged with monitoring EOP student success through student persistence and graduation rates. The Educational Opportunity Program is a visible program that combines access, academic support and supplemental financial assistance to make higher education possible for students who have the potential to succeed, despite poor preparation and limited resources. Provides assistance in intrusive counseling, retention objectives, and program planning with timely progress toward the EOP student degree.

The successful candidate must demonstrate strong communication, interpersonal and organizational skills. A proven record of success working with a diverse student population. General knowledge of the principles, practices and trends of the Student Services field as well as general knowledge of the policies, procedures and practices of providing student services support to underrepresented, first generation, and/or low income students. Ability to analyze complex situations accurately and adopt effective courses of action; advise students individually and in groups; provide assessment results in a cohesive and organized format; contact and advise EOP students from the time of admission through graduation and monitor the academic progress of assigned students and maintain appropriate boundaries and documentation. Excellent computer skills and proficiency with a variety of computer applications including google docs and spreadsheets as well as an electronic calendar and email. Working knowledge of, or ability to quickly learn College infrastructure, policies and procedures. Knowledge of Banner, Degree Works, Starfish, and Microsoft Office is preferred. Bachelor's degree required; master's degree in an appropriate discipline preferred. Three years' work experience required, preferably in a community college or higher educational setting. This position is 25 hours/week at \$26.78/hour, no benefits.

For full consideration, application materials must be received by **Friday, January 5, 2018.**

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

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/1st 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/1st 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 busing 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](#)