FEDERAL WORK STUDY PROGRAM

STUDENT WORKER JOB DESCRIPTIONS

Fall 2017

OFF-CAMPUS WORK STUDY POSITIONS ($9.50/HR)

• COMMUNITY MISSION
• SALVATION ARMY

ON CAMPUS WORK STUDY POSITIONS ($9.50/HR)

• LEARNING COMMONS

ON CAMPUS WORK STUDY POSITIONS ($9.00/HR)

• ACADEMIC AFFAIRS, OFFICE OF THE VICE PRESIDENT
• ADMISSIONS
• ATHLETICS
• BUSINESS, TECHNOLOGY & ARTS
• CASHIER’S OFFICE
• CENTRAL SERVICES
• CHILD DEVELOPMENT CENTER
• COLLEGE ASSOCIATION
• COMMUNITY EDUCATION
• COMPUTER LAB, OFFICE OF INFORMATION TECHNOLOGY
• FINANCIAL AID
• FOUNDATION OFFICE
• HOSPITALITY, TOURISM & CULINARY ARTS
• HUMANITIES & SOCIAL SCIENCES DIVISION
• HUMAN RESOURCES OFFICE
• LIBRARY
• NURSING & ALLIED HEALTH
• SCIENCE, HEALTH & MATHEMATICS
• STUDENT DEVELOPMENT
• STUDENT LIFE
• WELLNESS CENTER
• WORKFORCE DEVELOPMENT
OFF-CAMPUS WORK STUDY POSITIONS ($9.50/HR)

COMMUNITY MISSION

Student Worker Title: Student Volunteer
Location: Community Mission, 1011 Michigan Ave, Niagara Falls, NY 14305
Job Description: Direct service volunteering (serving, packing food baskets, and preparing lunches at Community Kitchen) and clean-up projects (painting rooms, inventory, organization at facility).
Job Requirements: Desire to work in Human Services or with community agency. Kindness, compassion toward those in need.
Curricula Desired: Human Services/Any
Hours: Flexible, based on student schedule and our needs
Number of positions available: 1
Person to contact for interview: Dr. Mark Bonacci
Phone Number: 716.614.6755

SALVATION ARMY

Student Worker Title: Student Volunteer
Location: Salvation Army, 50 Cottage Street, Lockport, NY 14094
Job Description:
• Assist children in free after-school program with homework and/or literacy learning
• Facilitate intramural sports for children in free after-school program
• Provide safe and secure environment for children in free after-school program
Job Requirements:
• Desire to work with children
• Model positive behavior, sportsmanship, and appropriate conduct for children
• Willingness to facilitate basketball and other games for children in after-school program
• Ability to help elementary school children with homework
• Mediate disputes between children and act as responsible adult
• Assist with supply inventory
IMPORTANT: All applicants must pass a criminal background check before beginning employment
Curricula Desired: Any
Hours: Late afternoon, early evening during elementary school year (summer hours will vary)
Number of positions available: 2
Person to contact for interview: Chris Gresart
Phone Number: 716.434.1276
ON CAMPUS WORK STUDY POSITIONS ($9.50/HR)

LEARNING COMMONS

Job Title: Tutor
Job Location: See Supervisor
Job Description:
• Tutor works one-on-one with students by appointment
Skills Required:
• Students must have gpa of 3.0 or higher, and an A or B in the course they want to tutor in
Curricula Desired: Any
Hours: Flexible schedule, Monday - Saturday
Number of positions available: 4
Person to contact for interview: Madison Ackerman; please complete online application
Method of contact: Call 614-6453

ON CAMPUS WORK STUDY POSITIONS ($9.00/HR)

ACADEMIC AFFAIRS, OFFICE OF THE VICE PRESIDENT

Job Title: Office Worker
Job Location: A-241
Job Description:
• Dependable worker needed to cover busy office during peak lunch periods
• Answer phones, greet visitors, and handle projects and office work as requested
Skills Required:
Pleasant personality, ability to follow instructions, knowledge of filing
Curricula Desired: Any, but Administrative Assistant preferred
Hours: Monday – Friday: 12-2pm
Number of positions available: 1
Person to contact for interview: Wendy Warchocki
Method of contact: Call 614-6450
Additional Comments: Only dependable worker need apply

ADMISSIONS

Job Title: Student Worker
Job Location: A-105
Job Description:
• To assist support staff in office with clerical tasks and customer service duties
Making up various folders, mailings, and packets; stuffing envelopes, putting mail in zip code order, taking mail to mail room on campus

Keeping admission paperwork stocked in front waiting room, reception desk, and student work room; brochures, catalogs, applications, documents for mailings

Pulling files from archives in B building (may require climbing a ladder)

Filing folders, documents inside specific files, retrieving specific files for faculty and staff

Process mail daily; opening, date stamping, distribute to appropriate staff or area of office

Answer light customer service functions at front desk in office, greeting students and parents, answering general only questions on phones, transferring calls, placing on hold, taking messages off voice mail, assisting with handing out and helping students apply for admissions online application

College switchboard operation coverage for breaks, etc.

Other duties as assigned, assisting counselors/TA’s/Director of Admissions with special projects or helping with special events

**Job Requirements:**

- Physical abilities; standing, squatting, bending over, lifting boxes, climbing a ladder, stamina to accomplish repetitive tasks
- Professional, neat appearance and good hygiene, no baseball hats, hoods, flip flops, short shorts, tank tops
- Friendly, helpful attitude for customer service functions at front desk
- Ability to file alphabetically and numerically and write legibly

**Curricula Desired:** Liberal Arts curriculums, Business curriculums, Medical Assistant, Childhood Education, Early Childhood Studies, Event Planning, Fine Arts, Health Studies, Hospitality Management, Hospitality Operations, Human Service, International Business, Office Assistant, Physical Education Studies, Public Communication, Recreation Studies, Teaching Assistant, Tourism Management & Event Planning curriculums

**Hours:** Monday, Tuesday, Wednesday, Friday: 8am-5pm, and Thursday: 8am-6pm. Office operates year round; we can accommodate flexible hours during these times around student’s class schedule.

**Number of positions available:** 1

**Person to contact for interview:** Amanda Beach

**Method of contact:** Call 614-6222 ext. 4003

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**Job Title:** NFCI Student Services Worker

**Job Location:** NFCI Student Services

**Job Description:** Clerical duties, phone follow-ups, running errands, preparing mailings.

**Skills Required:** Alphabetizing, customer service skills, multi-tasker.

**Curricula Desired:** NFCI

**Hours:** flexible

**Number of positions available:** 2

**Person to contact for interview:** Josephine C. Brevetti-Runkle jbrevetti-runkle@niagaracc.suny.edu

**Method of contact:** Phone 716 210-2539

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**ATHLETICS**

**Job Title:** Assistant to the Sports Information Director

**Job Location:** G-224

**Job Description:**

- Assisting the Sports Information Director with stats, web-site upkeep, and event coordination
Skills Required:
• Knowledge of sports, and computer skills
Curricula Desired: Any
Hours: Monday-Friday: 9am-5pm
Number of positions available: 3
Person to contact for interview: Amanda Haseley
Method of contact: Call 614-6259

Job Title: Intramural Recreation Student Worker
Job Location: Fitness Center
Job Description:
• This is a very busy spot on campus, especially during the week
• Students will greet people as they enter our facilities, check them in with NCCC ID cards
• Help with intramural sports tournaments, keep a lookout for perpetrators of fitness center rules
• Clean equipment
• Students should be able to sit on a stool or stand at a desk to greet people and should be able to squat down and pick up equipment and return it to its proper place in the fitness center
Skills Required:
• “FRIENDLY”, able to work with others
• Able to help people with fitness center questions
• Cleaning duties, such as wipe down fitness center windows, desk, and equipment to keep a sanitary and healthy workout center
Curricula Desired: Physical Education or Athletes
Hours: Whenever available, Monday-Sunday
Number of positions available: 2
Person to contact for interview: Matthew Oleski
Method of contact: Call 614-6746

Job Title: Sports Information Assistant
Job Location: Athletic Department
Job Description: Maintenance of athletics website, social media, stat-keeping, video, athletic publications
Skills Required: Proficient with writing and computer skills
Curricula Desired: Sport Management
Hours: flexible
Number of positions available: 1
Person to contact for interview: Robert McKeown, Athletic Director
Method of contact: Via e-mail: McKeown@niagaracc.suny.edu

BUSINESS, TECHNOLOGY & ARTS DIVISION

Job Title: Studio Manager
Job Location: F 121 main room plus other areas with in F bldg,
Job Description: Help to maintain organization of equipment
• Verify inventory sign out equipment for student use and check in return of equipment.
• Ability to create or modify existing excel spread sheets used in inventory control.
• Organization skills a must.

**Skills required:** Computer / Organization: Excel heavy knowledge would be great asset to work up spreadsheets. If any music background is a plus.

**Curricula Desired:** ARP, Music, Theatre, Computer

**Hours:** we have hrs. available M- F 8 - 6

**Number of positions available:** 1

**Person to contact for interview:** Joseph Schmidt

**Method of contact:** phone: 614-5971, email: Schmidt@niagaracc.suny.edu

**Additional comments:** I will train anyone in the terms / knowledge / information of the equipment / parts location etc. Looking for someone who can take the lead in running / managing a space of equipment.

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**Job Title:** Digital Media Computer Lab Monitor

**Job Location:** see supervisor

**Skills Required:**

• Familiarity with Windows operating system. Desired: Familiarity with Adobe Creative Suite software such as Photoshop, Illustrator and Flash
• Familiarity with Mac operating system. Desired: Familiarity with iLife Suite software such as iMovie, GarageBand, iTunes, and iPhoto

**Curricula Desired:** Digital Media, Computer Science, Public Communications, ARP

**Hours:**

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**Number of positions available:** 2

**Person to contact for interview:** Professor Robert Borgatti, Digital Media Program Coordinator

**Method of contact:** Call 614-6793

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**Job Title:** Electronic Music Worker

**Job Location:** see supervisor

**Skills Required:**

• The job would involve setting up tables (that will be folded and stacked in the room) and chairs, setting up laptops, unlocking the cords, setting up extension cords and getting power to all the laptops, etc.
• Some heavy lifting for set up and moving
• Must be on time and have room ready to start and packed up after class
• Instructor will work with student to show them exactly how the room should be set up

**Curricula Desired:** Music, Audio Recording Production, or Digital Media preferred

**Hours:**

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**Number of positions available:** 2

**Person to contact for interview:** Jennifer Parris
**Method of contact:** Call 614-5960

**Student Worker Title:** Lab Monitor  
**Location:** E120, Animation Lab  
**Job Description:**  
To oversee and maintain the Animation lab for open lab hours:  
- Keep equipment and lab clean and orderly  
- Ensure students sign-in and out  
- Close lab and escort any remaining students out of the lab  
- Maintain open dialogue, respect and courtesy with campus security  
- Maintain a courteous and respectful work environment  
- Document any lab or equipment issues  
**Job Requirements:**  
- Experience or familiarity with digital and analogue animation practices and software  
- 3.0 GPA or above  
- Recommendation from NCCC instructor  
- Courteous and professional  
**Curricula Desired:** Animation  
**Hours:** MW 6-10pm  
**Number of positions available:** 1  
**Person to contact for interview:** Liz Van Verth  
**Phone Number:** 716-614-5968 or evanverth@niagaracc.suny.edu

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**CASHIER’S OFFICE**

**Job Title:** Clerical  
**Job Location:** Cashier’s Office, A-205  
**Skills Required:**  
- Must be motivated, and willing to work independently, with assigned duties such as: accuracy in alphabetizing  
- Legible handwriting to take phone messages off phone line  
- Willingness to return phone calls as needed  
**Curricula Desired:** Any  
**Hours:** Student can work the maximum hours allowed, times and days are flexible according to student schedule  
**Number of positions available:** 1  
**Person to contact for interview:** Janine Luss  
**Method of contact:** Call 210-2521

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**CENTRAL SERVICES**

**Job Title:** Student Worker  
**Job Location:** Storeroom, G-159  
**Job Description:**  
- Deliver packages around campus
Skills Required:
- Good penmanship, strong back, honest, and reliable

Curricula Desired: Any

Hours: Flexible schedule, Monday – Friday

Number of positions available: 1

Person to contact for interview: Jim Lobdell

Method of contact: Stop by office, G-159

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CHILD DEVELOPMENT CENTER

Job Title: Work Study Employee

Job Location: Classrooms/Office, D-102

Job Description:
- Person selected for this position must be at least 18 years of age
- Preferred that this person has some college courses in early childhood education/development or considerable experience working with young children and at least 1 year of experience working in an early childhood classroom
- Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and staff, and be willing to fulfill responsibilities in accordance with the Center’s educational philosophy
- Welcoming children and parents
- Assisting in implementing the daily program under the direction of the teacher
- Assisting in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies
- Helping with general housekeeping tasks
- Assisting the teacher and teacher assistant in any other appropriate ways
- Maintaining professional attitudes
- Treating all children with dignity and respect
- Attending recommended training programs and conferences
- Sharing observations of the children with the teacher
- Helping teacher to maintain accurate count of the children’s attendance throughout the day (arrival, duration, and departure)
- Keeping track of supplies and/or equipment depleted or in need of repair
- Helping to serve lunch and snack
- Assisting children in preparing for and settling down for naps
- Assisting children who need help in toileting
- Must exhibit, demonstrate, and maintain a positive attitude, teamwork, and a love for children and families
- Must comply with all employee conduct and standards of NCCC, OCFS and NAEYC

Curricula Desired: Childhood Education Majors preferred or humanities

Hours: Flexible schedule, Monday – Friday: 8:30am-5pm

Number of positions available: 2

Person to contact for interview: Vonetta Rhodes

Method of contact: Call 614-6246 or stop by office, vrhodes@niagaracc.suny.edu

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COLLEGE ASSOCIATION @ NCCC
Job Title: Meal Card Processor
Job Location: G126, Dining services office
Job Description:
• To assist in the processing of student meal cards at the start of each semester in a timely and accurate manner.
• Processes student meal cards as students arrive at Dining Services office
• Close gift card batch daily and organize/file meal card paperwork
• Additional tasks assigned by supervisor
Skills required: Previous office experience preferred. Must be able to sit for a long period of time. May be required to lift up to 30 lbs.
Curricula Desired: Any
Hours: 15-20 hours a week for first 6 weeks of school (M-F 8-4)
Number of positions available: 4
Person to contact for interview: Maxine Scherer
Method of contact: email: mscherer@niagaracc.suny.edu, Phone: 716-614-5986, in person in G126

Job Title: Bowling Alley Attendant
Job Location: G126, Dining services office
Job Description: To oversee the bowling alley during open bowling sessions during the spring and fall semesters.
• Handle cash transactions with customers
• Use available software to set up bowling games during classes and open bowling
• Distribute bowling shoes to customers and disinfect, reshelf them after completed games
• Light cleaning including, but not limited to, vacuuming, dusting, wiping tables
• Occasional troubleshooting with ball return, pin setting equipment
• Additional tasks assigned by supervisor
Skills required: Previous experience in retail preferred. Basic PC knowledge and familiarity with electronic equipment. Must be able to work independently. May be required to lift up to 30 lbs.
Curricula Desired: Any
Hours: 6 – 8 hours a week (M-F 11 – 4:30)
Number of positions available: 4
Person to contact for interview: Maxine Scherer
Method of contact: email: mscherer@niagaracc.suny.edu, Phone: 716-614-5986, in person in G126

Job Title: Stock Associate
Job Location: G126, Dining services office
Job Description:
• Checks, receives, and puts away orders using FIFO
• Performs various back of house activities such as sweeping, mopping.
• Trash removal from kitchen and seating area
• Additional tasks assigned by the supervisor
Skills required: Previous office experience preferred. Must be able to lift up to 50 lbs.
Curricula Desired: Any
Hours: 6 hours a week EARLY MORNING T, W, F 7am – 9am
Number of positions available: 1  
Person to contact for interview: Maxine Scherer  
Method of contact: email: mscherer@niagaracc.suny.edu, Phone: 716-614-5986, in person in G126

COMMUNITY EDUCATION

Student Worker Title: Community Education Director - Student Worker  
Location: Niagara Falls Culinary Institute - office 172 and events  
Job Description:  
• Assisting director in day to day activities and CE/banquet event set up, working, and breakdown.  
• Working on costing projects to find COG, COL, and net profit using excel.  
Job Requirements:  
• Front of the house service skills are desired  
• Culinary or baking skills are desired  
• Strong skills in word and excel is important  
• Must be reliable, come into shifts as scheduled and be flexible with job activities  
Curricula Desired: Enrolled at NCCC/NFCI  
Hours: 8-12 hours a week. Monday-Saturday availability- flexibility.  
Number of positions available: 1  
Person to contact for interview: Danielle Tomczak  
Phone Number: 716-210-2540

COMPUTER LAB, OFFICE OF INFORMATION TECHNOLOGY

Job Title: Lab Monitor  
Job Location: Open Access Lab, G-218  
Job Description:  
• Assisting the Lab TA with monitoring the students entering the lab and requesting they log in, help enforce the no drinks/food in the labs  
• If you are shy or do not feel comfortable asking fellow students to log in this may not be a good fit  
• Assist the students with printing procedures and loading the printers  
• Assist the students with a variety of sign in procedures on different systems  
• Assist students with computer related issues  
Skills Required:  
• Computer Application Skills including Microsoft Office  
Curricula Desired: Helpful but not required: Computer Information Systems (CIS), Computer Science (CPS), Associate in Applied Science degrees – Aided Drafting and Design: Mechanical, Process Piping and Control (CADD) or Mechanical Technology: Mechanical Design (MET). Certificates that are offered for Computer – Aided Drafting (CAD) or Local Area Networks (NET) Any computer related curricula or possesses proficient computer skills  
Hours: Flexible schedule, Monday-Friday: 8am-5 pm and Saturday: 10am-3pm  
Number of positions available: 2  
Person to contact for interview: Jesse Cole-Goldberg  
Method of contact: Call 614-6741
**Additional Comments:** The Lab TA will be working closely with you and will be available for assistance and training. Ideal candidate is someone who is outgoing, motivated, punctual and has willingness to interact with the students in a professional courteous manner.

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**FINANCIAL AID**

**Job Title:** Student Worker  
**Job Location:** Financial Aid Office, A-114  
**Job Description:**  
- Filing, typing labels, folding letters, stuffing envelopes with letters and documents required for students  
- Take messages off voicemail and give list to employee  
- Pick up printing from Central Services, take down and pick up mail from mailroom and other related duties as directed by ESPA member  
**Skills Required:**  
- Ability to alphabetize  
- Show up to work on time  
- Willing to work  
- Ability to follow directions  
**Curricula Desired:** Any  
**Hours:** Flexible schedule  
**Number of positions available:** 2  
**Person to contact for interview:** Jim Trimboli  
**Method of contact:** Stop by office, A-114

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**FOUNDATION OFFICE**

**Job Title:** Student Assistant  
**Job Location:** NCCC Foundation, NFCI  
**Job Description:**  
- Develop real life office experience – great resume builder  
- Database updates utilizing Microsoft Excel & Word  
- Marketing support and event preparation; including scholarship Gala and alumni events  
- Basic office requirements; copying, filing, answering the phone  
**Skills Required:**  
- Ability to follow verbal directions & work independently  
- Dependable, organized and responsible  
- Computer skills; Microsoft office Excel & Word  
**Curricula Desired:** Any  
**Hours:** Flexible hours, Monday – Friday: 8:30am-5pm  
**Number of positions available:** 2  
**Person to contact for interview:** Alli Korta or Deborah Brewer  
**Method of contact:** Alli (716) 614-5910 Deborah (716) 614-5911 or stop by the Foundation

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**(NFCI) HOSPITALITY, TOURISM & CULINARY ARTS**
Job Title: Culinary Assistant  
Job Location: NFCI  
Job Description:  
• Culinary students to assist with the daily organization of department activities  
Skills Required:  
• Basic cooking knowledge  
Curricula Desired: Culinary Arts  
Hours: Monday: 8-10am, Tuesday: 10am-2pm, Wednesday: 8-10am, Thursday: 10am-2pm and Friday: 8-10am  
Number of positions available:  1  
Person to contact for interview: Mark Mistriner  
Method of contact: Call 614-6456

Job Title: Clerical Assistant/Tour Guide  
Job Location: NFCI  
Job Description:  
• Clerical worker to assist with daily office operations  
Skills Required:  
• Typing and filing  
• Word and Excel knowledge  
• Provide tours of the building to prospective students  
Curricula Desired: Business, OFT, NFCI Student  
Hours: Monday – Friday: 10am-2pm  
Number of positions available:  2  
Person to contact for interview: Sabrina Faso  
Method of contact: Call 210-2539

HUMANITIES & SOCIAL SCIENCES DIVISION

Job Title: Student Assistant  
Job Location: E-206, Division Office  
Job Description:  
• Answering the phones, some photocopying, general office work  
Skills Required:  
• Word, Excel  
Curricula Desired: Business, Liberal Arts  
Hours: Flexible schedule, student worker will meet with supervisor to determine hours  
Number of positions available:  1  
Person to contact for interview: Diana Bonura  
Method of contact: Call 614-6710

Job Title: Student Worker  
Job Location: E-106  
Skills Required:  
• Answer incoming phone calls
• Make copies if needed
• Take information from students or faculty that may need assistance and how to direct them
• Pick up and drop off “print shop” jobs

Curricula Desired: Any
Hours: Monday, Tuesday, Wednesday and Thursday 3:30-5 or 4:00-5:00
Number of positions available: 1
Person to contact for interview: Kelly Walck
Method of contact: Call 614-5918

Student Worker Title: Receptionist
Location: Humanities/Social Sciences
Job Description:
• Light clerical work
• Answering phones
• Making copies
Job Requirements:
• Good communication skills
• Flexibility
• Some computer knowledge
Curricula Desired: n/a
Hours: to be determined
Number of positions available: 1
Person to contact for interview: Diana Bonura
Phone Number: 614-6222 ext. 4057 – OFFICE – E233 (inside E238 complex)

HUMAN RESOURCES OFFICE

Job Title: Student Worker
Job Location: A-261
Skills Required:
• Filing (must know alphabet)
• Knowledge of Word and Excel
• Confidentiality a must
• Mature student is requested given the nature of the office work that will be required of them
Curricula Desired: Any
Hours: Flexible schedule
Number of positions available: 1
Person to contact for interview: Vicki Orzetti
Method of contact: Call 614-5952

LIBRARY

Job Title: Student Worker, Library
Job Location: G Bldg., 2nd floor
Job Description: Shelving and desk coverage
Skills required: We will train you to shelve and shelf read books, periodicals and media using Library of Congress call numbers, cover desks in Circulation and Reserves and perform other assorted library duties
Curricula Desired: NA
Hours: 6-8 depending on financial aid award
Number of positions available: 4
Person to contact for interview: Mary Beth Morse, Circulation Librarian
Method of contact: phone: 614-6781 or G242A
Additional comments: Our primary need is midday and evening coverage. The library is open till 9pm Monday through Thursday.

NURSING & ALLIED HEALTH

Job Title: Lab Attendant
Job Location: Nursing Labs
Job Description:
• Fill and stock nursing supplies, maintain mannequins
Skills Required:
• Punctual, and organized
Curricula Desired: Nursing
Hours: Any
Number of positions available: 1
Person to contact for interview: Sharon Pullano
Method of contact: Stop by Lab, C-142
Person to contact for interview: Leslie Saunders or Cherie Mavissakalian
Method of contact: Call Leslie Saunders at 614-4068/Cherie Mavissakalian at 614-5941/stop by office, C-166

Job Title: Radiologic Technology Student Worker
Job Location: C-211
Job Description:
• Day- Filing and sorting documents
Skills Required:
• Dependable, organized, and responsible
Curricula Desired: Any
Hours: Monday: 8-9am, Wednesday: 8-9am and 11am-1pm, and Friday: 8-9 am
Number of positions available: 1
Person to contact for interview: Cynthia Meyers
Method of contact: Call 614-6416 to set up a meeting, student must leave their number.

Job Title: Radiologic Technology Lab Monitor
Job Location: C-212
Job Description:
• Night monitor the radiology lab
• Make sure students follow the rules of the lab
• Be available for positioning for mock x-rays
Skills Required:
• Dependable, organized, and responsible
SCIENCE, HEALTH & MATHEMATICS

Job Title: Student Worker
Job Location: H-162, Division Office
Job Description:
• Basic office work consisting of filing, typing, errands
• May be asked to assist in set-up for classroom projects
Skills Required:
• MUST be able to use computers and Internet
• MUST know and be able to use Microsoft Word and Excel
Curricula Desired: HPE related
Hours: Flexible hours built around student worker’s class schedule
Number of positions available: 1
Person to contact for interview: Melissa Stolzenburg
Method of contact: Call 614-6776

Job Title: Student Worker
Job Location: Science, Health, and Math Division, Biology
Job Description: Work with and assist the Part-time Technical Assistant with the following:
• Prepare materials for use in undergraduate biology laboratories including microbiology media, microbiology cultures and chemical reagents;
• set up and remove class materials weekly in laboratory classrooms;
• maintain laboratory organization including proper sterilization and disposal of wastes;
• keep track of inventory including maintaining records, recommend purchasing;
• ensure lab equipment is maintained
Skills Required: High School biology and chemistry or one semester college biology and chemistry;
Exceptional organizational and time-management skills.
Curricula Desired: LAMS, LAS, or Biology
Hours: 8/week, schedule TBD
Number of positions available: 3
Person to contact for interview: Sue Brade
Method of contact: brade@niagaracc.suny.edu

STUDENT DEVELOPMENT

Job Title: Testing Center Student Worker
Job Location: B-102
Job Description:
• General office duties including answering phones, scheduling testing appointments, filing, and running errands
• Work with students with disabilities as scribe

Skills Required:
• Ability to communicate well with students, faculty, staff, and parents
• Ability to handle fast-paced, stressful situations

Curricula Desired: Human Services or Education preferred

Hours: Flexible schedule, Monday – Friday: 9am-5pm

Number of positions available: 1

Person to contact for interview: Lorraine Fedrizzi

Method of contact: Call Testing Center at 614-6469 to make an appointment or stop by office B-102

Job Title: Student Development Student Worker

Student Worker Job Location: A-131

Job Description
• General office duties including filing, copying, shredding, running errands, and other routine tasks
• Responsibilities may also include assisting in advisement session preparation, maintaining and organizing supply storage area, maintaining information racks and career library, assisting with mailings, hanging posters around campus, and restocking copiers/printers.

Skills Required:
• ability to alphabetize
• ability to communicate well with clientele

Curricula Desired: Business

Hours: Flexible schedule, 9 am-5 pm daily

Number of positions available: 1

Person to contact for interview: Sharon Gaston

Method of contact: 614-6290

STUDENT LIFE

Job Title: Student Worker

Job Location: G-243

Job Description:
• Student Workers will assist faculty and staff in day to day office activities
• Promoting and assisting with Student Life events and activities on and off campus
• Getting and taking mail to and from the mailroom, making copies, running errands around campus, organizing and cleaning up storeroom, answering phone and taking messages, helping at events sponsored by student life, making and hanging up posters around campus
• Act as student facilitator for different events on campus, and other duties as assigned by Student Life Staff

Skills Required:
• People skills, congenial, positive attitude, and ability to be a team player

Curricula Desired: Any

Hours: Varies, depending on events and activities scheduled each week

Number of positions available: 1

Person to contact for interview: Heather Saba

Method of contact: Call 614-6255
**WELLNESS CENTER**

Job Title: Student Worker  
Job Location: C-122  
Job Description:  
- Must be able to alphabetize  
- Run errands; print shop, mail room, Admissions, placing Wellness Center literature around campus  
- Assist with bulletin board, sort mail, organize storage room, shredding, and other duties as assigned  
Skills Required:  
- 3rd, 4th, or 5th semester student (no 1st year students)  
- Confidentiality a must  
- Good phone skills  
- Professional, dependable, and responsible  
Curricula Desired: Secretarial or business field desired. No Allied Health students.  
Hours: 2 hours per day coverage minimum, Monday - Friday  
Number of positions available: 1  
Person to contact for interview: Sheila Harris  
Method of contact: Call 614-6275

**WORKFORCE DEVELOPMENT**

Job Title: Student Worker  
Job Location: CA-118  
Job Description:  
- Assist staff with clerical support to include filing, typing, making copies and shredding.  
- Assist with mailings, distribute literature around campus, maintain/stock literature racks, maintain/organize store room, running errands and other routine tasks.  
Skills Required: filing/alphabetizing, typing and copying  
Curricula Desired: Open
**Hours:**  Monday-Friday, 1-2 hours/day
**Number of Positions Available:**  1
**Person to Contact for Interview:**  Diane Mis
**Method of Contact:**  Call 614-6298
**Additional Comments:**  Dependable and willing to work