

# **FEDERAL WORK STUDY PROGRAM**

## **STUDENT WORKER JOB DESCRIPTIONS**

### **Spring 2017**

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

- COMMUNITY MISSION
- SALVATION ARMY

#### **ON CAMPUS WORK STUDY POSITIONS (\$9.00/HR)**

- ADMISSIONS
- ATHLETICS
- BUSINESS, TECHNOLOGY & ARTS
- CASHIER'S OFFICE
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- HUMAN RESOURCES OFFICE
- NURSING & ALLIED HEALTH
- SCIENCE, HEALTH & MATHEMATICS
- STUDENT LIFE
- WORKFORCE DEVELOPMENT

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

## COMMUNITY MISSION

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**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

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**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 (\$9.00/HR)

## ADMISSIONS

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**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:** Jessica Ramell

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

**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:** 20/per position

**Number of positions available:** 2

**Person to contact for interview:** Josephine C. Brevetti-Runkle [jbrevetti-runkle@niagaracc.suny.edu](mailto:jbrevetti-runkle@niagaracc.suny.edu)

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

## ATHLETICS

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**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:** 8-15 hours/week

**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

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**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 spread sheets. 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.

## CASHIER'S OFFICE

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**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

## **CHILD DEVELOPMENT CENTER**

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**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

## **COMPUTER LAB, OFFICE OF INFORMATION TECHNOLOGY**

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**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.

## FOUNDATION OFFICE

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**Job Title:** Student Assistant

**Job Location:** NCCC Foundation, NFI

**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

## (NFI) HOSPITALITY, TOURISM & CULINARY ARTS

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**Job Title:** Culinary Assistant

**Job Location:** NFI

**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

## **HUMAN RESOURCES OFFICE**

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**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, 12 hours per week

**Number of positions available:** ALL POSITIONS HAVE BEEN FILLED

**Person to contact for interview:** Vicki Orzetti

**Method of contact:** Call 614-5952

## **NURSING & ALLIED HEALTH**

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**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 or Cherie Mavissakalian at 614-5941 or 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.

## SCIENCE, HEALTH & MATHEMATICS

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**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 LIFE

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**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:** Kelly Polizzi

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

**Job Title:** Student Worker

**Job Location:** G-117 (SEL)

- Monitor activity in the space to ensure students are using equipment and furniture appropriately
- Sign gaming equipment in and out
- Assist with scheduled events that are held in the space
- Document equipment inventory at the conclusion of each business day
- Other duties as assigned

**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:** Kelly Polizzi

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

## **WORKFORCE DEVELOPMENT**

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**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