

FEDERAL WORK STUDY PROGRAM

STUDENT WORKER JOB DESCRIPTIONS

Spring 2019

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

- COMMUNITY MISSION
- SALVATION ARMY

ON CAMPUS WORK STUDY POSITIONS (\$10.90/HR)

- ACADEMIC CENTER FOR EXCELLENCE

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

- ADMISSIONS
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- BUSINESS, TECHNOLOGY & ARTS
- CASHIER'S OFFICE
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- COLLEGE ASSOCIATION
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- HOSPITALITY, TOURISM & CULINARY ARTS
- HUMANITIES & SOCIAL SCIENCES DIVISION
- HUMAN RESOURCES OFFICE
- ACADEMIC CENTER FOR EXCELLENCE
- 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)

ACADEMIC CENTER FOR EXCELLENCE

Job Title: Student Tutor

Job Location: Academic Center for Excellence (D-201)

Job Description:

- Tutors work with students on a one-on-one basis or in small group sessions to answer questions on course content, to aid in comprehension of course material, and to help with studying the course material.
- Tutors attend mandatory tutor information sessions as required by the Coordinator of ACE

Mandatory Qualifications:

- Students must have:
 - GPA of 3.0 or higher
 - Received a B or better in all courses student wishes to tutor
 - A faculty recommendation (online form)
 - Completed at least 12 college credits (desirable, not required)

Desired Qualifications:

- Responsible and reliable individual
- Great communication skills
- Friendly and approachable
- Willing to help others

Curricula Desired: Any (Spring 2019 – Demand for: Anthropology (all) & Intro. to Sociology)

Hours: Flexible schedule, Monday – Thursday 9:00am – 7:00pm / Friday 9:00am – 4:00pm

Number of positions available: 4

Application Process: Please complete the online application by clicking on the link below or going to the ACE webpage (“Tutoring Services” tab, “Become a Tutor”).

(<https://docs.google.com/forms/d/e/1FAIpQLSc80KO8QDxVRSP83BBriIXs2EF63yhtY5JoDhuv0ZfGDXhOBg/viewform>)

Method of contact: Applications submitted first is preferred; contact ACE Coordinator Madison Ackerman for further information at mackerman@niagaracc.suny.edu.

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

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 Services, 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: Pam Dixon or Cheryl Beyer

Method of contact: Call 614-6222 ext. 4002/4016

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: Call 716 210-2539

ATHLETICS

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

BUSINESS, TECHNOLOGY & ARTS DIVISION

Job Title: Studio Manager

Job Location: F 121 main room plus other areas within 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 and organization: Proficient in Excel. 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.

Job Title: Digital Media Computer Lab Monitor

Job Location: DIG 107G—Digital Media Mac Lab

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: TBD

Number of positions available: 1

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

Method of contact: Call 614-6793

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:

Tuesday: Thursday:

10 – 11 10 – 11

1:15 – 2:15 1:15 – 2:15

Number of positions available: 2

Person to contact for interview: Jennifer Parris

Method of contact: Call 614-5960

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: Dennis Gasbarro 614-5982

Method of contact: Stop by office, G-159

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: 3

Person to contact for interview: Vonetta Rhodes

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

COLLEGE ASSOCIATION @ NCCC

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, reshelv 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: 3

Person to contact for interview: Maxine Langford

Method of contact: email: mlangford@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 stocking experience preferred. Must be able to lift up to 50 lbs.

Curricula Desired: Any

Hours: 8 hours a week; EARLY MORNING T, W, F 7am – 9am

Number of positions available: 1

Person to contact for interview: Maxine Langford

Method of contact: email: mlangford@niagaracc.suny.edu, Phone: 716-614-5986, in person in G126

COMMUNITY EDUCATION

Student Worker Title: Student Worker

Location: Niagara Falls Culinary Institute- office 172 and events

Job Description:

- Assisting director in day to day activities of Community Education and banquets

Job Requirements:

- Reliable, come into shifts as scheduled and be flexible with job activities

Curricula Desired: Enrolled at NCCC/NFCI

Hours: 6-12 hours a week. Monday-Saturday availability- flexible.

Number of positions available: 1

Person to contact for interview: Ben Loomis

Method of Contact: 716-210-2550

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.

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

FOUNDATION OFFICE

Job Title: Student Assistant

Job Location: TBD

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) 614-6231, Deborah (716) 614-5911, or stop by the Foundation at NFCI Room 144

(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
- Provide tours of the building to prospective students

Skills Required:

- Typing and filing
- Word and Excel knowledge

Curricula Desired: Business, OFT, NFCI Student

Hours: Monday – Friday, hours vary

Number of positions available: 2

Person to contact for interview: Kelsey Zuccari

Method of contact: Call 210-2537

ACADEMIC CENTER FOR EXCELLENCE

Job Title: ACE – Student Support Staff (Work Study)

Job Location: Academic Center for Excellence (D-201)

Job Description:

- Greet students as they enter the student tutoring area and introduce them to their tutor (if you are shy or do not feel comfortable asking fellow students questions this may not be a good fit)
- Help students to create or cancel an appointment with a tutor
- Assist student tutors with various tasks
- Maintain student files and input data into Excel
- Maintain a courteous and respectful work environment

- Document any lab or equipment issues; keep tutoring space clean and orderly

Job Requirements:

- Courteous, friendly, and professional
- Must be reliable, come into shifts as scheduled and one time
- Able to work independently and with others
- Organized; able to manage a filing system
- Able to communicate regularly with supervisor(s)
- Basic PC knowledge

Curricula Desired: Any

Hours: Monday – Thursdays 2p.m. – 7p.m. & Friday 9:00a.m. – 4:00p.m.

*These hours are subject to change. Applicants do not have to be available for all hours.

Number of positions available: 2

Person to contact for interview: Madison Ackerman

Method of contact: Email mackerman@niagaracc.suny.edu to inquire about position openings and, if available, setting up an interview.

LIBRARY

Job Title: Student Worker

Job Location: Library

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: 8

Number of positions available: 4

Person to contact for interview: Jenny Crandall, Senior Library Clerk or Mary Beth Morse, Circulation Librarian

Method of contact: phone: 614-6797 or 614-6781

Additional comments: Our primary need is midday and evening coverage. The library is open until 9pm Monday through Thursday.

NURSING & ALLIED HEALTH

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

Curricula Desired: Any

Hours: Monday: 4-8pm, and Wednesday: 5-9pm

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

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/hr week, schedule TBD

Number of positions available: 1

Person to contact for interview: Debra Sexton

Method of contact: dsexton@niagaracc.suny.edu

STUDENT LIFE

Job Title: Event and Office Student Worker

Job Location: G-117D

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: 4

Person to contact for interview: Heather Trumble

Method of contact: Call 614-6255

Job Title: Student Worker

Job Location: G-117 (SEL) and School Spirit Shop- Student Life

- 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: 4

Person to contact for interview: Heather Trumble

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 as well as place Wellness Center literature around campus
- Assist with bulletin board, sort mail, organize storage room, shredding, and other duties as assigned

Skills Required:

- Confidentiality a must
- Good phone skills
- Professional, dependable, and responsible

Curricula Desired: Secretarial or business field desired.

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