

**FEDERAL WORK
STUDY**

PROGRAM

STUDENT

WORKER OPEN

POSITIONS

Spring 2018

LEARNING COMMONS

Job Title: Student Tutor

Job Location: Learning Commons (G-218)

Job Description:

- Tutor works one-on-one with students by appointment
- Tutor completes one-on-one tutee evaluations and helps to maintain student tutoring files
- Tutor participates in professional development activities (great addition to professional resume)

Skills Required:

- 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)
- Responsible and reliable individual

Curricula Desired: Any

Hours: Flexible schedule, Monday – Friday (8:00a.m. – 7:00p.m.)

Number of positions available: 4

Person to contact for interview: Madison Ackerman or Alexandra Fuerch; please complete online application (see NCCC Learning Commons website)

Method of contact: Call 614-6215 or email tutoring@niagaracc.suny.edu

BUSINESS, TECHNOLOGY & ARTS DIVISION

Job Title: Animation Lab Monitor

Job Location: E120, Animation Lab

Job Description: To oversee and maintain the Animation lab 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: 2

Person to contact for interview: Liz Van Verth

Method of Contact: Phone 716-614-5968 or evanverth@niagaracc.suny.edu

LEARNING COMMONS

Job Title: Learning Commons – Student Tutoring Front Desk Person (Work Study)

Job Location: Learning Commons (G-218)

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)
- Ensure students have an appointment with a student tutor
- Help students to create or cancel an appointment with a tutor
- Assist student tutors with various tasks
- Make sure that students adhere to Learning Commons rules (keeping noise down for tutoring sessions, no food, no phone calls within space, etc.)
- Maintain student files
- 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: Anticipated for Spring 2018:

Monday – Wednesday (3p.m. – 7p.m.),

Thursday (2:30p.m. – 7p.m.),

Friday (9:00a.m. – 4:00p.m.).

*These hours may change (morning hours may be added). Applicants do not have to be available all hours.

Number of positions available: 2

Person to contact for interview: Madison Ackerman

Method of contact: Call 614-6453 or email mackerman@niagaracc.suny.edu

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