

FEDERAL WORK STUDY PROGRAM

POSITIONS

MASTER LIST

SPRING 2021

Updated 1/11/21

ON CAMPUS WORK STUDY POSITIONS (\$12.50/hr.)

- ATHLETICS
- *BUSINESS, TECHNOLOGY & ARTS*
- CAREER & TRANSITIONAL SERVICES
- *CASHIERS*
- COMMUNITY EDUCATION (NFCI)
- EDUCATIONAL OPPORTUNITY PROGRAM (EOP)
- *FOUNDATION OFFICE*
- *FUTURE LEADERS LIBERTY PARTNERSHIPS PROGRAM*
- *HOSPITALITY, TOURISM & CULINARY ARTS*
- NURSING & ALLIED HEALTH
- *STUDENT LIFE*
- *WORKFORCE DEVELOPMENT*

ON CAMPUS WORK STUDY POSITIONS (\$12.50/hr.)

ATHLETICS

Job Title: Intramural Recreation Student Worker

Job Location: Fitness Center H-140/Athletics Building

Job Description:

- Students will greet people as they enter our facilities, check them in with NCCC ID cards
- Help with intramural sports tournaments, and athletic events
- 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”, Customer Service Skills
- Cleaning duties, ex: wiping down equipment to keep a sanitary fitness center
- Assisting in Intramural-Recreation weekly events & Intercollegiate athletic contest support
- Sports background in Soccer, Basketball, Volleyball, Baseball/Softball, Wrestling

Curricula Desired: Sport Management/Health & Physical Education/Athletes

Hours: Varies, Monday-Sunday

Number of positions available: 1

Person to contact for interview: Matthew Oleski

Method of contact: E-mail: moleski@niagaracc.suny.edu

BUSINESS, TECHNOLOGY & ARTS

Division/Office: *Digital Media*

Job Title: *Lab Monitor*

Job Location: *D 107-I*

Job Description: *Monitor use of the Digital Media Mac Lab. Make sure students sign in and out of the lab. Keep the room, desks, computer screens, keyboards, and mice clean. Assist with student equipment sign in and sign out. Assist instructors who utilize the room with other tasks on an as-needed basis.*

Skills Required: *Basic computer skills required. Knowledge of Macintosh computers and Apple software a plus.*

Curricula Desired: *Digital Media, Computer Science, Animation, Communication Studies preferred*

Hours: *To be determined*

Number of positions available: *2*

Person to contact for interview: *Prof. Robert Borgatti*

Phone: *Ext. 6793*

***Email (required):** *borgatti@niagaracc.suny.edu*

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.*
- *Must be self-motivated and able to work independently at times.*

Skills required: *Computer and organization: Proficient in Excel. Music background is a plus.*

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

Hours: *we have hours 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.*

Division/Office: *Animation*

Job Title: *Lab Monitor*

Job Location: *D 107-G*

Job Description: *Monitor use of the Animation Lab. Make sure students sign in and out of the lab. Keep the room, desks, computer screens, keyboards, and mice clean. Assist with student equipment sign in and sign out. Assist instructors who utilize the room with other tasks on an as-needed basis.*

Skills Required: *Basic computer skills required. Knowledge of Animation software a plus.*

Curricula Desired: *Animation or Digital Media*

Hours: *To be determined*

Number of positions available: *2*

Person to contact for interview: *Prof. Robert Borgatti*

Phone: *Ext. 6793*

***Email (required):** *borgatti@niagaracc.suny.edu*

CAREER & TRANSITIONAL SERVICES

Job Title: Testing Center Student Worker

Job Location: A-167

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: 8am-4pm

Number of positions available: 1

Person to contact for interview: Ronda McFall

Method of contact: Call 614-5930 to set up an interview.

Job Title: Student Resource Center Student Worker

Student Worker Job Location: A144

Job Description:

- General office duties including filing, copying, shredding, running errands, and other routine tasks
- Responsibilities may also include maintaining and organizing supply storage area, maintaining information racks, assisting with mailings, and restocking copiers/printers.

Skills Required:

- Ability to communicate with students and co-workers professionally
- Willingness to take direction in completing tasks that may change from day to day

Curricula Desired: Business

Hours: Flexible schedule, Monday – Friday: 8am-4pm

Number of positions available: 1

Person to contact for interview: Ronda McFall

Method of contact: Call 614-5930 to set up an interview.

CASHIERS

Job Title: Clerical

Job Location: *Cashier's office, Room A205*

Job Description: *Student worker will support as needed throughout the Business Services Office, primarily filing alpha order and numerical order. Worker may take phone messages off the cashier messaging line. May be requested to run paperwork to other departments on campus.*

Skills Required: *Must be able to work independently. Must be able to alphabetize accurately. Must be dependable. Basic math skills a plus.*

Curricula Desired: *N/A*

Hours: *8 hours/week*

Number of positions available: *1*

Person to contact for interview: *Janine Luss*

Phone: *716-210-2521 M-F 8:30-4:00pm*

***Email (required):** *jluss@niagaracc.suny.edu*

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: Emily Lonigan

Method of Contact: 716-210-2550

EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

Job Title: Office Assistant

Job Location: EOP Office

Job Description: The Office Assistant (OA) will have three essential tasks, however, other duties may be assigned occasionally. The OA is responsible for:

- Greeting and directing students/visitors.
- Answering the general office line, and taking messages.
- Keeping the office materials organized and stocked (paper in the printer, sign-in lists for computer usage, tutoring, etc.)
- Occasionally delivering a file
- Occasionally assisting with Open Houses

Skills Required: Ability to:

- take detailed messages
- be a self-starter
- be dependable

Curricula Desired: No preference

Hours: Between 10am – 4pm. Preferably if there are blocks of 2 or more hours that can be covered, i.e. 10-12, 1-4 etc.

Number of positions available: 2

Person to contact for interview: Angela R Jackson

Phone: 716-614-5979

***Email (required):** ajackson@niagaracc.suny.edu

FOUNDATION OFFICE

Job Title: Work Study Student

Job Location: A-265, NCCC Sanborn Campus

Job Description: Develop real life office experience – great resume builder! Complete database updates utilizing Microsoft Excel & Word. Offer marketing support and even preparation including the Scholarship Gala and alumni events. Assist with every day office tasks such as copying, filing, and answering the phone.

Skills Required: Ability to follow verbal directions and work independently. Dependable, organized, and responsible. Computer skills such as Microsoft Office with Word & Excel.

Curricula Desired: Any

Hours: Flexible Hours; Monday – Friday 9:00AM – 5:00PM

Number of positions available: 2

Person to contact for interview: Allison Korta or Deb Brewer

Phone: 716-614-5910

***Email (required):** akorta@niagaracc.suny.edu or dbrewer@niagaracc.suny.edu

FUTURE LEADERS LIBERTY PARTNERSHIPS PROGRAM @ NCCC

Job Title: Administrator Assistant

Job Location: G-253

Job Description: Assist in implementing tutoring and activities via Zoom for students in grades 5-12 by:

- Assisting with homework and project completion for Math, ELA, Science, and Social Studies according to students' needs
- Aid students in test preparation
- Facilitating student group activities in any of the following areas: community service, leadership, self-awareness, college readiness, career exploration and employment preparation, mentoring, health and wellness, or cultural enrichment
- Assisting with virtual family activity nights

Skills Required:

- Works well with students
- Effective written and oral communication skills
- An understanding of etiquette when using virtual platforms such as Zoom
- Patient
- Enjoys planning activities and working with a team

Curricula Desired: Educational field and/or various tutoring content areas.

Hours available: Flexible- We can make your schedule work with when you are available.

Our zoom program runs:

Monday-Friday 3:00 p.m.-8:00 p.m.

Saturday 9:00 a.m. - 12:00 p.m.

Number of positions available: 5

Person to contact for interview: Jamie Reid

Phone: 716-614-6891

Email: jreid@niagaracc.suny.edu

HOSPITALITY, TOURISM & CULINARY ARTS

Job Title: Receptionist

Job Location: NFCI

Job Description: Answer phones, answer general questions, direct visitors and students to correct area.

Skills Required: Basic computer skills desired. Ability to interact professional with others.

Curricula Desired: Culinary, Baking & Pastry or Hospitality

Hours: 8-10 Hours per week (times are flexible to fit student schedule)

Number of positions available: 1

Person to contact for interview: Kelli Lonneville

Phone: 716-210-2542

***Email (required):** klonneville@niagaracc.suny.edu

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: Diane Flammia

Method of contact: Call Diane Flammia at 614-5940/stop by office, C-166

Job Title: Office Assistant

Job Location: C166 Nursing/Allied Health Department Office

Job Description: General office duties, phone, filing, copying

Skills Required: Punctual and organized

Curricula Desired: Any curricula except Nursing and Allied Health

Hours: 8-10 hours per week

Number of positions available: 1

Person to contact for interview: Diane Flammia

Method of contact: please email resume to dpytlik-flammia@niagaracc.suny.edu

STUDENT LIFE

Job Title: Student Assistant for Student Life

Job Location: G243

Job Description: Assist with Student Life events, hanging of marketing including Stall Street Journal Weekly, and other tasks assigned by the Student Life Staff.

Skills Required: Customer Service orientated, able to work in a fast paced environment, able to stay on task, motivated, organized.

Curricula Desired: *Click or tap here to enter text.*

Hours: 8 per week

Number of positions available: 2

Person to contact for interview: Heather Trumble or Molly Cole

Phone: 716-614-6255

***Email (required):** studentlife@niagaracc.suny.edu

WORKFORCE DEVELOPMENT

Job Title: *Student Worker*

Job Location: *A246*

Job Description: *Dependable worker to assist staff with clerical support. Routine tasks to include filing, typing, making copies, shredding, mailings, and running errands.*

Skills Required: *Filing/alphabetizing, typing and copying.*

Curricula Desired: *Open*

Hours: *Flexible*

Number of positions available: *1*

Person to contact for interview: *Diane Mis*

Phone: *614-6298*

***Email (required):** *mis@niagaracc.suny.edu*