

# FEDERAL WORK STUDY PROGRAM

## POSITIONS

## MASTER LIST

## FALL 2021

Updated 7/14/21

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

- BUSINESS, TECHNOLOGY & ARTS
- CAREER & TRANSITIONAL SERVICES
- CASHIERS
- COMMUNITY EDUCATION (NFCI)
- *FINANCIAL AID*
- FOUNDATION OFFICE
- FUTURE LEADERS LIBERTY PARTNERSHIPS PROGRAM
- *HOSPITALITY, TOURISM & CULINARY ARTS*
- LIBRARY
- STUDENT LIFE
- WORKFORCE DEVELOPMENT

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

## 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 @ NFCI**

**Job Title: Student Assistant**

**Job Location: NFCI**

**Job Description:** Assist Director of Community Education with public and private classes, set up and break down kitchen labs, clean and organize labs, assist other student workers with tasks set by the Director of Community Education

**Skills Required:** Basic Culinary, Pastry or Hospitality Knowledge, Organizational skills, Able to follow written and verbal direction, lifting up to 50lbs

**Curricula Desired:** Culinary, Pastry or Hospitality

**Hours:** TBD based on worker schedule and public class schedule

**Number of positions available:** 1

**Person to contact for interview: Emily Lonigan**

**Phone: 716-210-2550**

**\*Email (required): elonigan@niagaracc.suny.edu**

## **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:** 3

**Person to contact for interview: Jim Trimboli**

**Method of contact:** Stop by office, A-114

## **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:** 2

**Person to contact for interview:** Kelli Lonneville

**Phone:** 716-210-2542

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

## **LIBRARY**

**Job Title:** Library Assistant

**Job Location:** Library

**Job Description:** Library circulation duties such as checking items in and out, reshelving books, and monitoring study rooms.

**Skills Required:** Only an interest in learning. We will train you on how to use the library computer system, read Library of Congress call numbers, and shelve the collections accurately.

**Curricula Desired:** n/a

**Hours:** 8

**Number of positions available:** 1

**Person to contact for interview:** Jennifer Crandall

**Phone:** 716-614-6797

**\*Email (required):** jcrandall@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