

FEDERAL WORK STUDY PROGRAM

POSITIONS

MASTER LIST

FALL 2021

Updated 9/13/21

OFF CAMPUS FEDERAL WORK STUDY POSITIONS (\$13.00/hr.)

NIAGARA FALLS SCHOOL DISTRICT

LOCKPORT SCHOOL DISTRICT

NIAGARA-WHEATFIELD SCHOOL DISTRICT

Student Worker Title: Administrator Assistant

Locations:

Monday-Thursday *flexible* hours available:

Niagara Falls High School 8:15-4:00

LaSalle Preparatory School 10:30-2:00

Edward Town Middle School 10:00-12:00

Job Description:

Assist Tutors and Case Managers in implementing instruction and services by:

- Assisting with homework and project completion
- Aid students in test preparation
- Assisting student with college/career awareness and exploration
- Assisting in teaching study skills and other aspects of college preparation

Skills Required:

- Good study skills
- Organized and good at multitasking
- Critical thinker
- Works well with students and school staff
- Effective oral and written communication skills
- Patient
- Classroom Management skills

Curricula Desired: Educational field preferred

Hours of operation: see hours above, next to school name

Number of positions available: 1 at each site available

Person to contact for interview: Jamie Reid

Method of contact: jreid@niagaracc.suny.edu or 614-6891

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

- *ACADEMIC CENTER FOR EXCELLENCE*
- *ATHLETICS*
- *BUSINESS, TECHNOLOGY & ARTS*
- *CAREER & TRANSITIONAL SERVICES*
- *CASHIERS*
- *CHILD DEVELOPMENT CENTER*
- *COLLEGE ASSOCIATION OF NIAGARA COUNTY COMMUNITY COLLEGE, INC.*
- *COMMUNITY EDUCATION (NFCI)*
- *EDUCATIONAL OPPORTUNITY PROGRAM*
- *FINANCIAL AID*
- *FOUNDATION OFFICE/ALUMNI*
- *FUTURE LEADERS LIBERTY PARTNERSHIPS PROGRAM*
- *HOSPITALITY, TOURISM & CULINARY ARTS*
- *LIBRARY*
- *STUDENT LIFE*
- *WORKFORCE DEVELOPMENT*

ACADEMIC CENTER FOR EXCELLENCE

Job Title: Student Tutor

Job Location: Academic Center for Excellence (D-201); Located within the Lewis Library

Job Description:

Student Tutors are to work with students in their content areas of expertise. Student Tutors are hired in cooperation with the Academic Center for Excellence. Student Tutors help to clarify subject concepts for students, in the hopes of helping that student succeed in the course and ultimately their college career. Tutoring is a supplement to teaching.

- Student 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.
- Notify the Coordinator of ACE with any changes to your tutoring situation
- Tutors can contact professors, if necessary, to obtain course syllabi and materials or to discuss the course content.
- Attend mandatory tutor information sessions as required by the Coordinator of ACE.

Skills Required:

- Student Tutor applicants should have a cumulative GPA of 3.0 or above and have earned a grade of 'B' or higher in each course they are applying to tutor.
- Student Tutors must obtain a faculty recommendation signature from the professor they took the course with or the department chair (exceptions are AP, transfer or placement courses)
- Student Tutors are expected to tutor courses below the highest level of completed coursework. For example, a student that is able to tutor in ENG 102 should/will be listed to tutor ENG 101.
- Student Tutors must be able to commit to tutoring for the entire semester.
- Student Tutors must have good verbal and interpersonal communication skills, and the ability to work with students from varied backgrounds and with varieties of skill levels.
- Student Tutors must have an excellent level of responsibility, reliability, and punctuality.
- Student Tutors must exhibit appropriate and professional behavior at all times.

Curricula Desired: Any

Hours: Monday – Friday: 8:00am – 4:00pm (in-person) / Monday – Friday: 8:00am – 7:00pm (online)

Number of positions available: 3

Person to contact for interview: Madison Ebsary

Please click on the link below to complete an application for this position:

https://docs.google.com/forms/d/e/1FAIpQLSc80KO8QDxVRSP83BBrlIXs2EF63yhtY5JoDhuv0ZfGDxhOBq/vi_ewform

Phone: (716) 614-6453

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

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: *10*

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: *D107-I MAC LAB*

Job Description: *MONITOR STUDENT USE OF THE LAB, ASSIST WITH THE DISTRIBUTION OF VIDEO PRODUCTION EQUIPMENT FOR STUDENT PROJECTS, KEEP ROOM TIDY, AND PERFORM PERIODIC CLEANING OF COMPUTER SCREENS, KEYBOARDS AND MICE.*

Skills Required: *FAMILIARITY WITH COMPUTERS AND SOFTWARE*

Curricula Desired: *DIGITAL MEDIA, ANIMATION, COMPUTER SCIENCE, COMMUNICATION STUDIES*

Hours: *8 HOURS PER WEEK*

Number of positions available: *1*

Person to contact for interview: *ROBERT BORGATTI*

Phone: *PERSONAL CELL: 716-425-2115*

***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: Liz Kline

Method of contact: Call 716-614-6290 to set up an interview.

Job Title: Student Success Center Student Worker

Student Worker Job Location: D-102

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: Liz Kline

Method of contact: Call 716-614-6290 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

CHILD DEVELOPMENT CENTER

Division/Office: Child Development Center

Job Title: Work Study Teacher Assistant

Job Location: D-118

Job Description: See attached

Skills Required: See attached

Curricula Desired: See attached

Hours: 10

Number of positions available: 4

Person to contact for interview: Christine Duquin or Michelle Leffler

Phone: 716-614-6245

***Email (required):** cdquin@niagaracc.suny.edu or mleffler@niagaracc.suny.edu

COLLEGE ASSOCIATION OF NIAGARA COUNTY COMMUNITY COLLEGE, INC.

Job Title: Bowling Alley Attendant

Job Location: Bowling Alley in G Building

Job Description:

- Greets guests with a positive attitude and enthusiasm upon entering the Bowling Alley.
- Sets up guests for bowling by turning on the lanes and taking payment in advance.
- Keeps immediate supervisor promptly and fully informed of all problems or unusual matters of significance.
- Bids farewell to guests leaving. Ensures everything was satisfactory and invites guests to return.
- Reviews/maintains the cleanliness and organization of the Bowling Alley.
- Organizes and cleans bowling shoes.
- Returns used bowling balls to racks.

Skills Required: Customer service, register experience, basic computer work, and credit card/cash transactions.

Curricula Desired: Any

Hours: 3-15 hours per week. Monday thru Friday from 1 pm to 4 pm and occasional nights/weekends (depending on needs).

Number of positions available: 3

Person to contact for interview: Steve Hoover

Phone: 716-614-6239

***Email (required):** shoover@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**

EDUCATIONAL OPPORTUNITY PROGRAM

Job Title: Work-study

Job Location: A-166

Job Description: Greet and direct students and visitors to applicable office. Keep front office area neat and organized, printers stocked, with paper, etc. Post flyers, and upcoming activities, keep the student information board current, and possibly other duties as assigned.

Skills Required: Dependability, Communication, Self-starter

Curricula Desired: Any major is welcome

Hours: up to 8 hours per week, between 10am and 3pm, M-F

Number of positions available: one or two

Person to contact for interview: Angela R Jackson

Phone: 716-614-5979

***Email (required): ajackson@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/ALUMNI

Job Title: Work Study or Student Worker

Job Location: A-265

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, re-shelving 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: Open

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: 716-614-6298

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