

FEDERAL WORK STUDY PROGRAM

POSITIONS

MASTER LIST

Fall 2022

Updated 7/20/22

OFF CAMPUS FEDERAL WORK STUDY POSITIONS (\$13.70/hr.)

- FUTURE LEADERS LIBERTY PARTNERSHIPS PROGRAM
- SALVATION ARMY

FUTURE LEADERS LIBERTY PARTNERSHIPS PROGRAM

Student Worker Title: Administrator Assistant

Locations:

Niagara Falls High School, LaSalle, Gaskill

Edward Town Middle School

Lockport High School

Aaron Mossell Junior High

North Tonawanda Middle School

North Tonawanda High School

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: Monday-Thursday **flexible** hours available.*

Number of positions available: 8

Person to contact for interview: Jamie Reid

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

OFF CAMPUS FEDERAL WORK STUDY POSITIONS (\$13.70/hr.) - continued

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 FEDERAL WORK STUDY POSITIONS (\$13.20/hr.)

- ACADEMIC CENTER FOR EXCELLENCE
- ARTS, HUMANITIES & SOCIAL SCIENCES
- ATHLETICS
- BUSINESS & STEM
- CAREER & TRANSITIONAL SERVICES
- CENTRAL STORES
- *CHILD DEVELOPMENT CENTER*
- *COMMUNITY EDUCATION (NFCI)*
- COMPUTER LAB, OFFICE OF INFORMATION TECHNOLOGY
- *ENROLLMENT CENTER*
- *FOUNDATION OFFICE/ALUMNI*
- *FUTURE LEADERS LIBERTY PARTNERSHIPS PROGRAM*
- HOSPITALITY, BAKING & CULINARY ARTS
- LIBRARY
- NURSING, PHYSICAL AND ALLIED HEALTH
- STUDENT LIFE
- WELLNESS CENTER
- 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 – Thursday: 8:00am – 7:00pm & Friday: 8:00am – 4:00pm

Number of positions available: 3

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

<https://docs.google.com/forms/d/e/1FAIpQLSc80KO8QDxVRSP83BBrlIXs2EF63yhtY5JoDhuv0ZfGDXhOBg/viewform>

Phone: (716) 614-6724

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

ARTS, HUMANITIES & SOCIAL SCIENCES

Job Title: Student Assistant

Job Location: Arts, Humanities & Social Sciences, Division Office

Job Description:

- Answering the phones, some photocopying, general office work

Skills Required:

- Good communication skills
- Flexibility
- Some computer knowledge
- Drop-offs at campus Print Shop

Curricula Desired: Business, Liberal Arts

Hours: Flexible schedule, student worker will meet with supervisor to determine hours

Number of positions available: 1

Person to contact for interview: Diana Bonura

Method of contact: 614-6710, Office E233 (inside E238 complex)

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 & STEM

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

Job Title: Student Worker

Job Location: Business & STEM

Job Description: Work with and assist the 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/week, schedule TBD

Number of positions available: 1

Person to contact for interview: Amber Plail

Method of contact: aplail@niagaracc.suny.edu

CAREER & TRANSITIONAL SERVICES

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.

CENTRAL STORES

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: Tanner Stuck 614-5916

Method of contact: Stop by office, G-159

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):** cduquin@niagaracc.suny.edu or mleffler@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

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.

ENROLLMENT CENTER

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: Amanda Beach

Method of contact: Call 614-6222 ext. 4003

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 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 event 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: Deb Brewer or Patti Klinger

Phone: 716-614-5910

***Email (required):** dbrewer@niagaracc.suny.edu or pklinger@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, BAKING & 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

NURSING, PHYSICAL & ALLIED HEALTH

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 Pytlik-Flammia

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

Job Title: Student Worker

Job Location: H-162

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: Diane Pytlik-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: 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

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: 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