

2015-2016 Jobs On Campus

This list indicates locations where students work on campus. Many of these jobs may be filled at this time and are indicated that way if the departments have notified us of their status. In many cases you may follow these leads to apply for future openings.

Some jobs can only employ Federal Work Study students. To check your status contact the Student Employment Office (315-312-3578)

ADMISSIONS

EOP Aide – may have a spring 2016 opening

Assist with clerical duties related to the admission of EOP students.

Positions:	1	Contact:	Liz Bridges
Type:	Federal Work Study only		Sheldon Hall 229 312-2250

Oswego Admissions Representative (OAR)- volunteer opportunity

This is a unpaid, **volunteer opportunity** that allows students to build upon their interpersonal skills and provides the student with the opportunity to meet new people by participating in numerous campus activities. OARs will be able to give tours to prospective students and their families, host prospective students overnight, and participate in open houses held every semester. There is also the possibility of becoming a paid tour guide with the Admissions Office once the student has become an established OAR.

Requirements: Minimum GPA of 2.5; completion of at least 15 credit hours at SUNY Oswego; good communication skills; trustworthy and dependable.

Positions:	Unlimited	Contact:	Katie Maxwell
Type:	Volunteer		Sheldon Hall 229 312-2250

ALUMNI

Telefund Caller

Call alumni and parents to: update records, ask for a gift, renew or upgrade current donors, gain new donors. Students will work at least 2 nights per week, except during vacations and finals. They will be an ambassador for Oswego by providing a positive, professional and friendly impression of the College.

Responsibilities: Attend training classes, become skilled in proper solicitation techniques, manage school workload and job hours, become familiar with SUNY Oswego facts, and meet telefund performance standards.

Positions: 40
Type: All students

Contact: King Hall 303
312-3120

ANTHROPOLOGY/SOCIOLOGY

Office Aide- currently filled

Serve as clerical assistant to the Department Secretary. Duties include: operation of various duplicating machines, answering phones, reception, filing, mail sorting, and some word processing, running errands and proctoring exams. Mac experience desired.

Qualifications: Good human relations skills; reliability; ability to work with limited supervision.

Positions: 2
Type: Federal Work Study only

Contact: Beth Messana
Mahar Hall 313
312-4190

ART

(See Graphic Design, Art Gallery also)

Ceramic Studio Assistant

Assist with mixing of clay and glazes; help fire kilns; assist with technical maintenance of equipment

Qualifications: ceramic background or I.A.

Positions: 3
Type: Federal Work Study only

Contact: Roxanne Jackson
Hewitt 23 C
312-3237

Drawing Studio Aide

Assist with preparation of studio for classes

Positions: 1
Type: Federal Work Study

Contact: Juan Perdiguero
Hewitt/ Wilber 102 A
312-3240

Photo Lab Aide

Assist in the maintenance of the photo lab, including organization, mixing chemicals and general maintenance. Aide will have access to photo lab during non work-study hours, if interested.

Qualifications: Reliable. Must have taken a photography course at Oswego and be familiar with the lab.

Positions: 2
Type: Federal Work Study only

Contact: Julieve Jubin
Hewitt 25 A
312-3243

Computer Lab Aide

Monitor the Art Computer Lab (PC and Mac) and light maintenance. Assist students with basic computer questions.

Qualifications: Reliable; familiarity and interest in graphic applications a plus.

Positions:	5	Contact:	Julieve Jubin
Type:	Federal Work Study only		Hewitt 25 A 312-3243

Slide Room Assistant

Assist Curator with filing and general daily upkeep of slide collection. Some graphic design knowledge; some knowledge of Photoshop and basic Art History knowledge is helpful. Art or Graphics Design major preferred, but not required.

Positions:	2	Contact:	Kate Timm
Type:	Federal Work Study only		Hewitt 25 C 312-2177

Art History Aide

Positions:	1	Contact:	Lisa Seppi
Type:	Federal Work Study only		Hewitt 25 B 312-3184

Painting Aide

Positions:	1	Contact:	Christopher McEvoy
Type:	Federal Work Study only		Wilbur 102 B 312-3244

Printmaking Studio Assistant

Complete minor scheduled maintenance duties in the printmaking area. Refill, and restock supplies as needed. Clear, and clean on a regular bases. On occasion, assist students or faculty in preparation of demonstrations. Occasionally construct objects to spec. Assist with studio logistics. Report to department faculty.

Qualifications: ability to work independently and keep regular schedule; computer ability desirable; arts experience desirable, although not mandatory. Woodshop knowledge desirable.

Positions:	1	Contact:	Kelly Roe
Type:	Federal Work Study only		Hewitt 23 312-2850

ART GALLERY

Gallery Attendant

Reliable students needed to work as gallery attendants. Gallery attendants meet and greet people at the entrance of the gallery; count the number of people entering the gallery and make sure people act in an appropriate manner while visiting the gallery.

Positions: 10
Type: All students

Contact: Traci Terpening
Lanigan 32
312-2113
Michael Flanagan
201 Penfield
312-2112

ART/GRAPHIC DESIGN

Office/Lab Aide

Assist with office and lab maintenance.

Positions: 5
Type: Federal Work Study only

Contact: Cynthia Clabough
Lanigan 32 C
312-5624
Kelly Roe
Hewitt 23
Cara Brewer Thompson
Lanigan 32 A

ARTSWEGO

Distribution/Archival Coordinator – currently filled

Duties include the distribution of promotional materials on campus and responsibility for the archival storage of print materials including newspaper advertising and stories of ARTSwego programs. Aide will assist with the promotions table for ARTSwego programs, performer hospitality, and performer merchandise sales; must be available to work the evenings of performances.

Positions: 1
Type: Federal Work Study only

Contact: Joyce Molinari
John Shaffer
Mahar 105
312-4581

Writer/Public Relations Assistant

Are you a gifted writer with an interest in performing arts? The ARTSwego Performing Arts Series is seeking an individual to conduct pre-performance interviews with visiting professional musicians, dancers and actors for use in regional media and to help with research for press releases, grant applications and final project reports. This is a great opportunity to meet interesting performers and to develop a pre-professional

writing portfolio.

Positions: 1
Type: Federal Work Study only

Contact: Joyce Molinari
John Shaffer
Mahar 105
312-4581

ATHLETICS (Intercollegiate)

Office Aide/Varsity Sports Program Aides

Assist with clerical tasks: filing, typing, photocopying, mail sorting. (Men's Hockey, Swim & Dive, Men's and Women's Basketball, Men's Lacrosse). Successful candidates must possess computer knowledge and experience with MS Office.

Positions: 8
Type: All students

Contact: Pam Buske
Malcolm Huggins
Laker 203
312-3056

Lifeguard

Assist in the Laker Hall pool during swim team practices. Times needed are Monday-Friday: 1:00-3:30 and 4:00-6:30.

Positions: 6
Type: All students

Contact: Michael Holman
Laker 217
312-3366

Athletics Communication Aide

Work closely with Sports Information Director (SID) writing public relations releases, composing articles for newsletters, statistics work during intercollegiate sporting events and creating promotional materials. Job includes all aspects of sports information including public relations, writing, social media, photography. Strong computer skills and attention to detail desired. Student should be Communications major.

Positions: 10
Type: Federal Work Study

Contact: Michael Bielak
Laker 210 B
312-2488

Equipment Room/Laundry Attendant

Assist the Equipment Manager with issue, inventory, laundry and repair of sports apparel and equipment. Some computer data entry may be required. Weekend hours may be available.

Positions: 4
Type: Federal Work Study only

Contact: Rhonda Taylor
Laker Hall 6
312-2411

Varsity Weight Room Attendant

Supervise checking in of student-athletes using the weight training and conditioning room via a computerized system. Daily care and maintenance of equipment, monitoring of room sound and TV systems, replace weight equipment as needed, and provide assistance to student athletes as needed.

Positions: 3
Type: Federal Work Study only

Contact: Scott Landers
Laker 17 E
312-2405

Ice Hockey Arena Ushers

Ushers will work in the Campus Center Ice Arena during men's and women's hockey games. Employees must represent the Oswego State Intercollegiate Athletic Department in a professional manner, ensure all spectators who enter the arena have a legitimate ticket or credential, ensure spectators are in the correct seats per their ticket, ensure that spectators observe safety regulations and assist in clean up of arena at the conclusion of the game. Preference will be given to students who can work the winter break.

Positions: 25
Type: All students

Contact: Malcolm Huggins
Laker 212
312-3360

Men's Basketball Ushers

Ushers will work in Laker Hall during men's basketball games. Employees must represent the Oswego State Intercollegiate Athletic Department in a professional manner, ensure all spectators who enter the court have a legitimate ticket or credential, ensure spectators are in the correct seats per their ticket, ensure that spectators observe safety regulations and assist in clean up of area at the conclusion of the game. Preference will be given to students who can work the winter break.

Positions: 25
Type: All students

Contact: Malcolm Huggins
Laker 212
312-3360

Open Gym Attendant

Positions: 6
Type: All students

Contact: Malcolm Huggins
Laker 212
312- 3360

Office Staff (Track and Field)

Students will assist the coaching staff with general office support, including but not limited to assisting in maintaining the team's recruiting campaign, organizing mailings and assist the coaches with tracking statistics and performances collected during meets and practices. Students interested in marketing or event planning will also have the opportunity to help with various team functions including alumni events, community service, and the team award ceremony. Hours are flexible between the

hours of 10:00 am and 3:00 pm, Monday through Friday

Positions: 2-3
Type: Federal Work Study only

Contact: Derek Rousseau
Laker 17 G
312-4149

Practice Support Staff (Track and Field)

Students will assist the coaching staff during practice through filming, timing workouts and recording performances on the track and in the weight room. Other duties may include helping the coaches to inventory supplies and organize equipment needed for practice. Hours are available Monday, Wednesday and Friday from 3:45 pm-6:00 PM and Tuesday or Thursday 4:15 pm – 6:15 pm Some flexibility is available when scheduling

Both positions will begin in October, and may include flexible weekend hours.

Positions: 2-3
Type: Federal Work Study only

Contact: Derek Rousseau
Laker 17 G
312-4149

ATMOSPHERIC AND GEOLOGICAL SCIENCE (previously EARTH SCIENCE)

Office Aide

Assist in clerical work: typing, filing, etc., completely handle all library book orders and department library file.

Qualifications: Earth Science background

Positions: 6
Type: Federal Work Study only

Contact: Christine Dallas
Shineman 394
312-2249

Astronomy Tutor

Positions: TBD
Type: Other

Contact: Scott Roby
Shineman
312-2790

Atmospheric & Geology Laboratory Assistant

Set up and prepare materials for labs; assist instructor in lab and keep equipment and supplies in order; identify and keep rock and mineral sets adequately stocked for class.

Positions: 1
Type: All students

Contact: Dr. David Valentino
Shineman 394 A
312-2798

Meteorological Instrument Lab Assistant

Help maintain meteorological observing and field instruments; assist instructor with set up for lab course

Positions: 1
Type: All students
Contact: Scott Steiger
Shineman 366
312-3065

Meteorology Program Web Aide

Help the program update their web pages. Must be familiar with web publishing software, digital photography and graphic design.

Positions: 1
Type: All students
Contact: Scott Steiger
Shineman 366
312-3065

Meteorology Technical Assistant

Duties include: curatorial assistance with climate data including scanning data into digital form. Meteorology training helpful, but not necessary.

Positions: 2
Type: Federal Work Study only
Contact: Scott Steiger
Shineman 366
312-3065

Mineralogy-Petrology Assistant

Curator for above collections; preparation for labs, clean labs and stockroom equipment, glassware. Make rock-thin sections, sieve samples for optical mineralogy, prepare hand-specimens for introductory mineralogy and inventorying.

Positions: 1
Type: Federal Work Study only
Contact: Dr. David Valentino/Paul Tomascak
Shineman 394 A
312-2798

Synoptic Lab Assistant (Meteorology)

Assist in Synoptic Meteorology; assist in preparation of Meteorology Lab exercises; assist in running daily forecast contest; assist in operation and maintenance of observing instruments

Qualifications: Senior in meteorology with outstanding records in meteorology and cognate fields; junior or senior who has completed synoptic Meteorology

Positions: 1
Type: All students
Contact: Scott Steiger
Shineman 366
312-3065

Shineman Mail Room Aide

Assist with intake and delivery of building mail.

Positions: 6
Type: Federal Work Study only
Contact: Eric Foertch
Shineman G 60
312-6637

AUXILIARY SERVICES (FOOD AND BOOKS)

http://www.oswego.edu/administration/auxiliary_services/student_employment.html

Students are employed in: Dining Centers, Cash Operations, Catering, The College Stores, Accounting and Administration.

Use the above link to get more information and a job application.

Positions: 650+
Type: **Not** Federal Work Study

BASAC (BUSINESS ADVISEMENT CENTER)

BASAC Aide

Assist with clerical duties in the Advisement Center. Duties include answering the telephone, filing, assisting students as needed and small projects as assigned.

Positions:	7	Contact:	Lisa McGhee-Laracuenta
Type:	Federal Work Study only		Rich 231 N 312-5743

BIOLOGICAL SCIENCES

Lab & Clerical Assistant – currently filled

Laboratory and clerical assistant to conduct varied work duties including laboratory work, animal care duties, computer data entry duties and record and filing duties. No experience necessary – will train, as needed. Majors and non-majors welcomed. Must be willing and able to learn how to clean animal cages, file, sort, clean, and do various laboratory and clerical duties, with instruction. Work is varied and sometimes dynamic, requiring thoughtful personal input and refinement

Positions:	1	Contact:	Dr. Peter Rosenbaum
Type:	Federal Work Study only		Shineman 420 312-2775

Clerical Aide

Assist in the Department office with general office tasks: including mail, copying classroom materials, evaluations, answering phones, etc.

Positions:	6	Contact:	April Tuttle
Type:	Federal Work Study only		Shineman 392 312-3031

Lab Assistant

General lab duties, such as weigh chemicals, prepare media, prepare materials for lab, washing glassware, computer work, etc. Science majors preferred.

Positions: 1
Type: Federal Work Study

Contact: TBA
Shineman
312-2768

Research Assistant- currently filled

Assist faculty member in research in the area of Botany

Positions: 1
Type: Federal Work Study only

Contact: Dr. Julien Bachelier
Shineman 327
312-2777

Lab Assistant

General lab duties, assisting in the Botany classes.

Positions: 1
Type: Federal Work Study

Contact: Dr. Julien Bachelier
Shineman 327
312-2777

BUSINESS (SCHOOL OF)**Office Aide**

Assist with clerical tasks: photocopying, including filling of two copiers and multiple printers; maintaining a stocked workroom and supply room. May be asked to answer phones and take messages and occasionally run errands.

Positions: 4
Type: Federal Work Study only

Contact: Deborah Thomas
Rich 238
312-2272

Faculty Assistant

Collect data, perform data entry and miscellaneous departmental tasks to assist faculty member.

Positions: 5
Type: Federal Work Study only

Contact: Deborah Thomas
Rich 238
312-2272

CAMPUS LIFE (Marano Campus Center)

Mailroom Attendant

Opens and closes the Campus Center Mailroom and maintains a presence during hours of operation. Receives and logs in packages delivered to the Campus Center by delivery services (UPS, FedEx, etc), sorts building mail when received.

Positions: 2
Type: Federal Work Study only

Contact: Carolyn Kelleher
Marano 135
312-2303

House Crew

Assist with set up and tear down for events.

Positions: TBA
Type: All students

Contact: Campus Life
Marano 135
312-2301

Media Specialist

Media specialist would need to be proficient in using a camera. The student would be taking photographs and video, which will be used to publicize events within the department and for the campus. The media specialist would need to be experienced in working with different social media. Besides having technical skills the student should be a team player, have great communication skills and the desire to succeed.

Positions: 2
Type: Federal Work Study

Contact: Kelly Perkins
Marano 135

Skate Shop Attendant

Assist in the opening and closing of the Skate Shop, operate the cash register while collecting fees, check-out and check-in rental skates, operate the sound system, and provide support to customers as needed.

Positions: 3
Type: All students

Contact: Tim Graber
timothy.graber@oswego.edu

Skate Guards

Assist in the opening and closing of the Skate Shop, provide on-ice supervision during open skating and special skating events. Monitor participants for safe skating practices, ensure compliance with established Open Skating Rules, alert skaters and rink staff to unsafe ice conditions, assist participants who have fallen, and initiate first aid procedures as necessary

Positions: TBD
Type: All students

Contact: Tim Graber
timothy.graber@oswego.edu

Ice Skating Instructors

Provide on-ice lessons during regular Open Skate sessions for groups of participants who want to improve their ice skating skills.

Positions: 3
Type: All students

Contact: Tim Graber
timothy.graber@oswego.edu

Skate and Shoot Coordinator

Check-in Skate and Shoot participants and supervise their on-ice activities to ensure compliance with established program rules and policies.

Positions: 3
Type: All students

Contact: Tim Graber
timothy.graber@oswego.edu

Building Manager

Represents Campus Life and manages Campus Center, Hewitt Union and Sheldon Hall during evenings and weekends. Building Managers maintain and develop a thorough knowledge of the operations of Campus Life and three buildings as per College policy.

Positions: TBA
Type: Not Federal Work Study

Contact: Campus Life Dept
Marano 121
312-2301

MARANO CAMPUS CENTER BOX OFFICE

Positions:
Type: Not Federal Work Study

Contact: Information Window
Marano Center

MARANO CAMPUS CENTER TICKET WINDOW

Positions:
Type: Not Federal Work Study

Contact: Information Window
Marano Center

MARANO CAMPUS CENTER CHECK CASHING

Positions:
Type: Not Federal Work Study

Contact: Information Window
Marano Center

CAMPUS RECREATION

Most of the hiring for this department occurs in April for the following year. A limited number of positions may be available this fall and next spring. If you are interested in a position, please call 312-3114 or attend the recruitment seminar in April.

Office Assistants

Duties include: general office duties in answering phones, typing documents, checking student I.D.s and completing reports and check sheets; supervising the front desk and gym, assisting with any inquiries, issuing sports equipment, intramural sports and program registration, and providing assistance to participants and student groups using Lee Hall.

Positions:	4	Contact:	Sandra Keenan
Type:	Federal Work Study		Lee 101 312-3114

Building Manager (EVENING/WEEKEND)

Responsibilities include, but are not limited to: front desk and gym supervision, regular facility checks (pool, dance studios, gym, racquetball/squash courts); checking participant I.D.s; ensuring all conduct and behavior within building meets specified guidelines; completing facility log, including number of users and any problems or concerns; assist with injuries; ensuring all areas are being used by scheduled groups; answer front desk phone; answer questions relative to programs and facilities; intramural sports and program registration; and provide assistance to participants and student groups using Lee Hall and Swetman gym.

Positions:	5	Contact:	Sandra Keenan
Type:	All students		Lee 101 312-3114

Intramural Assistant

Responsible for checking ID cards of all intramural participants, inspecting all recreational facilities for safety hazards, distribution and control of playing equipment and ensuring that all policies and procedures for facility utilization are being followed. Keep score and referee games on an as needed basis. Attend all intramural sports training.

Positions:	6	Contact:	Scott Harrison
Type:	All students		Lee 107 312-5609

Sports Official

Officials are responsible for officiating at various sport contests, attending training sessions, and enforcing program and sport rules and regulations. The number of positions available is dependent on time of year and individual sport event.

Qualifications: prior knowledge or playing experience of specific sports helpful.

Positions:	20	Contact:	Scott Harrison
Type:	All students		Lee 107 312-5609

Intramural Supervisor

Responsible for overseeing intramural activities, making sure they are conducted according to the rules, regulations and philosophy of Intramurals and Recreational Sports. Ensure safety and welfare of all participants and contest officials; bring all playing equipment to activity site; inspect all playing equipment and facilities; receive feedback from participants and officials regarding the program. Report all necessary information, verbally and in writing to the Director.

Positions:	2	Contact:	Scott Harrison
Type:	Federal Work Study		Lee 107 312-5609

Lifeguard

Lifeguards are responsible for ensuring safety of facility patrons by preventing and responding to emergencies. Be able to supervise swimmers, minimize dangers, educate facility users about safety, enforce rules and regulations, give assistance and prepare records and reports as necessary.

Qualifications: American Red Cross Lifeguard Training, Community First Aid and Safety, American Red Cross CPR for the Professional Rescuer.

Swim test requirements and additional responsibilities available upon request.

Positions:	3	Contact:	Sandra Keenan
Type:	All students		Lee 101 312-3114

Water Safety Instructor

Instructors are responsible for ensuring safety of facility patrons by preventing and responding to emergencies. Be able to supervise swimmers, minimize dangers, educate facility users about safety, enforce rules and regulations, give assistance and prepare records and reports as necessary. Instruct Swim lessons for youth and adults, complete lesson plans and all American Red Cross paperwork on the classes.

Qualifications: American Red Cross Lifeguard Training, American Red Cross First Aid and Safety, American Red Cross CPR for the Professional Rescuer, American Red Cross WSI Certification.

Swim test requirements and additional responsibilities available upon request.

Positions:	2	Contact:	Sandra Keenan
Type:	All students		Lee 101 312-3114

Marketing and Public Relations Assistant

Assist with the marketing and promotion of the Campus Recreation Department. Responsible for weekly news articles to be published in the Oswegonian. Aide is responsible for sending out emails about upcoming events using the list-serv and Facebook. Assist with designing and updating all Intramural bulletin boards on campus. Aide is responsible for taking photos of all events. Responsible for attending and participating in all open houses, orientation and information fairs. Keep accurate files and all original copies of promotional flyers.

Qualifications: Public Relations, Graphic Design, marketing and/or major and knowledge of computer desk top publishing and power point desirable.

Positions: 1
Type: Federal Work Study

Contact: Sandra Keenan
Lee 101
312-3114

Administrative Assistant

Aide is responsible for office filing of reports. Complete paperwork and reports as needed. Assist with research projects as assigned. Work closely with the student Public Relations staff to cover break hours, staff sign-up sheets, and notify all student employees. Log and bring lost and found to University Police once a week. Assist with the Spring Recruitment Seminar. Some weekend and evening hours as needed.

Positions: 1
Type: Federal Work Study

Contact: Scott Harrison
107 Lee Hall
312-5609

Reservation Assistant

Responsible for scheduling reservations using our reservation software. Send email to communicate and confirm group reservations. Work with Campus Life in planning events. Meet with club representatives. Convey policies and procedures for special events according to Campus Recreation. Update front desk reservations binder and weekend events list. Create invoices when appropriate. Assist with other responsibilities as assigned.

Positions: 1
Type: All students

Contact: Sandra Keenan
Lee 101
312-3114

Finance Assistant (Payroll)- currently filled

Responsible for conducting all financial matters in accordance with the regulations stipulated by Oswego State Student Association contract. Aide is responsible for the reviewing of employee timesheets and the tabulation of the three payrolls. Assist in the completion of all invoices for Facility Reservation and follow up on payment. Aide is responsible to complete all payroll paperwork and submit to appropriate offices. Answer students' questions regarding payroll, direct deposit and pay schedules. Assist with monthly expenditure, account balance and quarterly reports. Assist with all deposits to Auxiliary Services and Campus Life. Complete voucher payments for sports equipment

as needed. Assist with the preparation of the budget and presentation of the budget to the Senate Finance Committee. Complete voucher payments for sports officials as needed.

Positions: 1
Type: All students

Contact: Sandra Keenan
Lee 101
312-3114

Finance Assistant for Purchasing

Graphic Artist

Media Relations Assistant

Sports Photographer and Videographer

Swetman Building Manager

Web Assistant

More detailed information is available at the following location:

<http://www.oswego.edu/campuslife/intramurals/employment.htm>

CAMPUS TECHNOLOGY SERVICES

Computer Lab Assistant

The computer lab assistant works in the open access labs and provides technical support to users as needed and monitors the lab to ensure proper use of equipment. Responsibilities also include assisting users in using the hardware and software available to them, assists with printing, logging onto the system, and loading the application programs. In addition, assistants are required to read their electronic mail that pertains to CTS, a minimum of once every 48 hours. Assistants must comply with all CTS policies and procedures. This position requires excellent customer service skills and the ability to provide one-on-one assistance.

Positions: 15
Type: All students

Contact: Kris Smith
Lanigan 26
312-3055

Help Desk Assistant (HDA)

Specific responsibilities include assisting CTS staff at the Technology Support Center (TSC) in providing computer technical support to faculty, staff and students. Duties include assisting users with technology-related problems via phone calls, emails, online chats, and in person at the TSC or in person at a faculty/staff office. This position will also assist in configuring and maintaining general access computer labs and when necessary will assist in moving computer lab, faculty, and staff computer equipment. The Help Desk Assistant may also perform other technology-related duties as assigned in support of the CTS department as a whole.

Positions: 10

Type: All students

Contact: Joshua Galletta

Lanigan 26

312-3456

Instructional Support Aide

Specific responsibilities include assisting CTS staff in providing technical support to faculty using the college's Advanced Technology Classrooms (ATCs) and supporting special campus wide events. Familiarity with or the willingness to learn the basic functionality of VCR's, DVD players, data projectors, and document cameras is highly desired. We will train aides as necessary. Excellent customer service skills are a necessity, as is the ability to work independently as needed. We are seeking those who are highly motivated

Positions: 3

Type: Federal Work Study only

Contact: Bob Hageny

Lanigan 29 B

312-6519

Telecommunications Office Aide

Specific responsibilities include mail sorting/distribution and Call Center support. Other duties include sorting, filing, printing and copying tasks as well as collations for mass mailings. This position requires good customer service skills.

Positions: 4

Type: All students

Contact: Susan Salisbury

Culkin 102

312-2500

CAREER SERVICES – See COMPASS CENTER

CENTER FOR EXCELLENCE IN LEARNING and TEACHING (CELT)

Office Aide

Assist with general office duties; i.e., filing, photocopying, collating and stapling of materials, etc. Typing skills useful, but not required.

Positions:	4	Contact:	John Kane
Type:	Federal Work Study		Penfield 121
			312-2581

CENTER FOR EXPERIENTIAL LEARNING

Office Aide – currently filled

Assist with secretarial office duties: copying, filing, mailings, assist with bulletin boards and data entry. Previous office experience preferred.

Positions:	1	Contact:	Debbie Diment
Type:	FWS		Marano Center 145
			312-2151

CENTER FOR URBAN SCHOOLS

Clerk and Technology Assistant

Assist with creation of forms, flyers, posters, and other computer generated documents to support urban education programs. If possible, troubleshoot problems with miscellaneous office equipment (copies, computers, printers, fax machines, etc.) Experience in or interest in urban communities and with PC a plus

Positions:	4	Contact:	Dr. Patricia Russo
Type:	Federal Work Study		Park 310
			312-2632

Research Assistant

Finding and sorting information from the web, and other computer applications.

Positions:	4	Contact:	Dr. Patricia Russo
Type:	Federal Work Study		Park 310
			312-2632

Web and Social Networking Aide

Update and maintain office web page.

Positions:	4	Contact:	Dr. Patricia Russo
Type:	Federal Work Study		Park 310
			312-2632

CHEMISTRY

Chemistry Stockroom Assistant

Duties include running the stockroom window; keeping written records of equipment and chemicals borrowed; preparing and distribution reagents, solutions, and equipment for instructional labs and faculty demos; inventory of Chemistry Dept stock; perform lab maintenance, general cleanliness and upkeep; assist faculty and staff with other tasks as needed.

Qualifications: Science major; ability to identify common lab glassware and equipment; familiarity with common lab chemicals, naming concentrations and symbols; strong computer and math skills; ability to communicate well with faculty, staff and students.

Positions: 6
Type: Federal Work Study

Contact: Kristin Gublo
Shineman G02 A
312-2742

CINEMA AND SCREEN STUDIES

Library Aide

Positions: 3
Type: Federal Work Study

Contact: Jake Dodd
Marano 307
312-2628

CIVIC ENGAGEMENT

Program Aide

Positions: 1
Type: All students

Contact: Caitlin Roberts
Marano 145
312-5745/5690

COMMUNICATIONS AND MARKETING

Office Aide

Assist with posting of News Releases on the Web and basic office duties.

Positions: 1
Type: Federal Work Study

Contact: Terri Denny
Culkin 210
312-2265

COMMUNICATIONS AND MEDIA ARTS (SCHOOL OF)

Office Aide

Assist with general office duties.

Positions: 2
Type: Federal Work Study

Contact: Pat Meleski
Culkin 602
312-2285

COMMUNICATIONS STUDIES

Office Aide

Student needed to assist with clerical tasks; including operation of office machines, sorting of mail, answering telephones, minimal typing.

Positions: 6
Type: Federal Work Study

Contact: Shelly Reifke
Lanigan 17
312-2357

Video Lab Assistant

Lab assistants supervise and operate the Communications Studies Dept. non-linear editing facility in Lanigan Hall. Responsibilities include providing assistance to students using the edit systems, assisting students with software packages and supervising the sign-out and return of ENG equipment.

Qualifications: An aptitude for video production. Knowledge of Final Cut Pro, Photoshop, Compressor, DVD Pro, GarageBand and Motion requested, but not required. Will train.

Positions: 7
Type: Federal Work Study

Contact: Patrick Mochler
Lanigan 17
312-3541

COMPASS CENTER

(Includes Career Services, Community and Service Learning, Experience-Based Education, First Year Programs, Internships, Orientation, Student Advisement, Transfer Advisement)

Receptionist

Undergraduate will provide assistance in the areas of data entry, bulk mailing, file maintenance and general clerical duties. Should have a working knowledge of Mac(OS X) and Microsoft operating systems. Applicants must have excellent time management and interpersonal skills, and be detail oriented. Previous experience working in a professional office is preferred

Positions: 12
Type: Federal Work Study

Contact: Chris Doyle
Marano Center 142
312-2255

COUNSELING AND PSYCHOLOGICAL SERVICES

Office Aide – currently filled

Assist Department Secretary with duties such as: operation of various duplicating machines, answering phones, reception, filing, mail sorting, some word processing, errands and conference/workshop organization.

Qualifications: Dependability, good communication/interaction skills, computer/word processing skills helpful, but not required.

Positions:	2	Contact:	Melissa Klefbeck
Type:	Federal Work Study		Mahar 321 312-4051

CURRICULUM AND INSTRUCTION

Office Aide

Assist in main office and/or work with individual faculty with duplicating class handouts, collating same, running errands, and filing. Computer and/or typing skills helpful, but not required.

Positions:	3	Contact:	Vanessa Sereno
Type:	Federal Work Study		Hewitt 214 312-4061

Advisement Center Aide

Assist with clerical duties in the Advisement Center for Adolescence, Childhood and TESOL education majors. Duties may include filing, making copies, answering the telephone, assisting students as needed, errands and small projects as assigned.

Positions:	2	Contact:	Sandra Kyle
Type:	Federal Work Study		Hewitt 213 F 312-5641

Peer Advisor

Assist in office and/or work with individual faculty with duplicating class handouts, collating same, running errands, and filing. Computer and/or typing skills helpful, but not required.

Positions:	1	Contact:	Sandra Kyle
Type:	Federal Work Study		Hewitt 213 F 312-5641

Teacher's Aide

Assist with preparation of materials for LIT 396 classroom. Senior Methods/Grad students preferred.

Positions: 1
Type: Federal Work Study

Contact: Sharon Kane
207 Hewitt
312-2660

Classroom Aide – currently filled

Assist with various classroom preparations PC computer knowledge helpful
Undeclared majors welcomed

Positions: 1
Type: Federal Work Study

Contact: Bonita Hampton
Hewitt 215
312-2933

Classroom and Research Aide

Assist with various classroom preparations (filing, copying, library errands) Web page construction especially helpful.

Positions: 1
Type: Federal Work Study

Contact: Tania Ramalho
Hewitt 217 C
312-2631

Teacher's Aide- currently filled

Assist with various duties related to class preparation.

Positions: 1
Type: Federal Work Study

Contact: Jean Hallagan
Hewitt 209
312-2444

Teacher's Aide

Assist with various classroom preparations PC computer knowledge helpful
Undeclared majors welcomed

Positions: 1
Type: Federal Work Study

Contact: Carolyn McKeever
Hewitt 205
312-2644

Teacher's Aide

Assist with various classroom preparations PC computer knowledge helpful
Undeclared majors welcomed

Positions: 1
Type: Federal Work Study

Contact: Rdeborah Davis
Hewitt 214
312-4061

DISABILITY SERVICES

Office Aide – currently filled

Assist with general office duties: filing, photocopying, running errands, answering phones.

Positions: 13

Type: All students

Contact: Patrick Devendorf

Marano 155 C

312-3358

EARTH SCIENCE (SEE ATMOSPHERIC AND GEOLOGICAL SCIENCE)

EDUCATIONAL OPPORTUNITY PROGRAM

Receptionist

Student will provide assistance in the areas of data entry, bulk mailing, file maintenance and general clerical duties.

Positions: 6

Type: Federal Work Study

Contact:

Deborah Kite

Marano Center 171

312-3094

ELECTRONICS AND COMPUTER ENGINEERING

Office Aide

Assist with general office duties.

Positions: 1

Type: Federal Work Study

Contact: Deborah Haynes

Shineman 298

312-6597

EXTENDED LEARNING (OFFICE OF)

Office Aide – currently filled

Assist Director and/or other staff with clerical tasks, serving as receptionist, assisting with mailings, collating and duplicating materials, assisting with development and implementation of community workshops and information sessions, delivery of documents and other items to on-campus offices.

Positions: 2

Type: All students

Contact:

Angela Galvin

Marano Center 151

312-2271

Office Aide: Phoenix Extension Site

Student needed to assist with clerical tasks; including operation of office machines, sorting of mail, answering telephones, minimal typing

Positions: 1
Type: Federal Work Study

Contact: Barbara Metcalf
Phoenix Ext Site
70 Co Rt 59, Phoenix
934-4900

FIELD PLACEMENT OFFICE**Office Aide**

Duties include, but not limited to, photocopying, filing, faxing, assisting with mass mailings, answering telephones and taking messages. Good communication skills a must.

Positions: 3-4
Type: Federal Work Study

Contact: Gale Law-Folds
Wilbur 175
312-3098

FINANCE/ACCOUNTS PAYABLE**Accounts Payable Aide – currently filled**

Assist with general office work: filing, copying, and coding vouchers, posting, reconciling and billing accounts. Computer knowledge helpful.

Positions: 4
Type: All students

Contact: Tammy Young
Culkin 401
312-3645

FINANCIAL AID**Office Assistant – currently filled**

Assist with general office work, including filing, sorting of mail, researching data for reports and assisting staff with numerous daily tasks. Will use computer to input and retrieve information. No experience required. Flexible hours.

Positions: 2
Type: Federal Work Study

Contact: Kathy Flaherty
Culkin 206 B
312-2248

GEOLOGY (SEE ATMOSPHERIC AND GEOLOGICAL SCIENCE)

GRADUATE STUDIES OFFICE

Recruitment Office Aide

This office assistant must be comfortable with Gmail and communicating with department heads. The office assistant is needed twice a week for 2.5 hours a day. The student will be working with the graphic design assistants and will be trained in an online CRM system. Other responsibilities include preparing letters and brochures for mailing as well as other various office activities to help the staff.

Positions: 1
Type: Federal Work Study

Contact: Zachary DeMarsh
Culkin 606
312-3152

Office Aide

Assist with general office work: filing, sorting of mail, typing, conference organizations.

Positions: 4
Type: Federal Work Study only

Contact: Becky Truax
606 Culkin Hall
312-3152

GRAPHIC DESIGN

Office/Lab Aide

Assist with office and lab maintenance.

Positions: 5
Type: Federal Work Study only

Contact: Cynthia Clabough
Lanigan 32 C
312-5624
Kelly Roe
Cara Thompson

HEALTH PROMOTION AND WELLNESS

Office Aide

Assist with general office work: filing, sorting of mail, some typing, web page construction, conference organizations

Positions: 3
Type: Federal Work Study

Contact: Sharon Cromie
Park 105
312-6386

HISTORY

Office Aide –

Assist with general office duties: filing, photocopying, answering phones, some computer skills helpful

Positions:	1	Contact:	Terri White
Type:	Federal Work Study		Mahar 433 312-2170

HONORS PROGRAM

Program Aide

Responsible, outgoing student is needed to assist with all aspects of the Program. Duties include helping students to complete forms, select courses, providing Honors Program information. Aide will do general office work: filing, photocopying, mimeographing. MacIntosh skills are helpful, but not required.

Positions:	2	Contact:	Gwen Kay
Type:	All students		Marano Center 320 312-2670

(IPAC) INTERDISCIPLINARY PROGRAMS AND ACTIVITIES CENTER

Office Aide

Assist with answering phone, some typing, filing, copying, etc.

Positions:	2	Contact:	Lori Reitmeier
Type:	Federal Work Study		Marano Center 222 312-3236

INTERNATIONAL EDUCATION

Accounting Aide

Assist the Calculations Clerk II with accounts, filing, copying and reconciliation. Must have good math skills, computer knowledge and good organizational skills helpful. Will train.

Positions:	2	Contact:	Lorraine Greene
Type:	Federal Work Study		Sheldon 100 312-2118

Office Aide

Assist with general office tasks. Must be able to print legibly.

Positions: 3
Type: Federal Work Study

Contact: Jo Ann Richardson
Sheldon 100
312-2118

LEARNING SERVICES (Office Of)**Office Aide/ Receptionist**

Duties include: answering telephones, greeting visitors and provide general information.

Qualifications: Reliable, punctual, good communication skills, basic typing and filing.

Positions: 14
Type: All students

Contact: Libby Sperduti
Marano Center 173
Phone: 312-3094

LIFESTYLES**Office Aide**

General office work, answering phones, photocopying, running errands and filing.

Positions: 1
Type: Federal Work Study only

Contact: Patricia Miller
Walker 116
312-5648

MAIL and MESSENGER**Mail Room Aide**

Assist with the sorting and delivery of mail to on campus buildings.

Positions: 5
Type: All students

Contact: Kathy Smith
Commissary 137
312-2217

MATHEMATICS**Office/Web Aide**

Assist faculty with aggregating survey results, maintain program webpages, develop and maintain program social media profile and assist with basic office tasks.

Positions: 1
Type: Federal Work Study

Contact: Elizabeth Wilcox
312-6586

METEOROLOGY (SEE ATMOSPHERIC AND GEOLOGICAL SCIENCE)

MODERN LANGUAGES AND LITERATURE

Lab Assistant

Duplicate tapes for students; report any mechanical problems to Contact

Positions: 6
Type: Federal Work Study

Contact: Brenda Farnham
Marano 245
312-2196

MUSIC

Office Aide

Assist Music and Theater Department with basic office duties. Typing ability helpful as well as general knowledge of office procedures and machines

Positions: 3
Type: Federal Work Study

Contact: Sally Van Buren
Hewitt 29
312-2130

Choral Library Aide

Assist Choral Director with basic office duties

Positions: 1
Type: Federal Work Study

Contact: Mihoko Tsutsumi
Hewitt 28 G
312-2968

Instrumental Ensemble Aide

Set up room for major instrumental ensembles; distribute and collect musical parts, photocopy, file music, setup equipment for concerts and various related tasks.

Positions: 1
Type: Federal Work Study

Contact: Trevor Jorgensen
Hewitt 28 E
312-2980

Ensemble Clerk and Equipment Manager

Assist Director of Wind Ensemble or Director of Jazz Ensemble with management of music library, instrument and equipment inventory, rehearsal room set-up, publicity and general clerical/bookkeeping duties.

Positions: 1
Type: Federal Work Study

Contact: Trevor Jorgensen
Hewitt 28 E
312-2980

Media Access Assistant

Help fulfill requests for media (CDs, scores, books, online media) from Music faculty and add times to class reserve lists. Experience with computers, Angel course management software or digital audio media is helpful.

Positions:	2	Contact:	Dan Wood
Type:	Federal Work Study		Hewitt 213 E 312-2985

Computer Midi-Lab Attendant

Maintain operations in the Computer Lab: clerical; operate and troubleshoot hardware/software problems; report malfunctions and maintain atmosphere conducive to study

Positions:	10	Contact:	Paul Leary
Type:	Federal Work Study		Hewitt 11 D 312-2985

Recording Studio Manager

Supervise and operate the Music Dept. recording studio in Tyler Hall. Schedule and coordinate the responsibilities of student audio assistants. Manage all student involvement with the recording studio, including studio sign out. Enforce all studio policies and be available as a resource for students using the studio. Maintain an inventory of studio equipment. Recording studio experience is desired.

Qualifications: Thorough knowledge of recording studio operations is required. MUS 382 and MUS 383 required. Broadcast or Music major with music industry learning agreement preferred.

Positions:	1	Contact:	Dan Wood
Type:	Federal Work Study		Hewitt 213 E 312-2985

Audio Assistant

Provide audio support for faculty and ensemble directors at selected departmental recitals and concerts. Responsibilities include recording and editing all Music Department concerts, recitals, and events. Will also provide CD dubs of concerts and recitals for faculty and students. Other audio duties in support of department events as assigned by Recording Studio Manager and Departmental Audio Technician.

Qualifications: MUS 382 and MUS 383 required. Broadcast or Music major with music industry learning agreement preferred.

Positions:	1	Contact:	Dan Wood
Type:	Federal Work Study		Hewitt 213 E 312-2985

PARKING OFFICE

Office Aide

Filing, answering phones, general office work

Positions:	5	Contact:	Vicky Tesoriero
Type:	All students		Parking Office 312-3227

PAYROLL OFFICE

Office Aide- currently filled

Assist with alphabetizing and filing of employee payroll paperwork.

Positions:	1	Contact:	Maura Caughey
Type:	All students		Culkin 409 312-3641

PENFIELD LIBRARY

Aide

Duties for the Public Service Departments include check out of library materials to patrons, customer service, cash transactions and shelving books. Public service jobs require working nights and/or weekends. Other jobs are available working on projects in non-public service departments such as documents and gifts processing.

Qualifications: accuracy, computer skills, flexibility of work hours, cooperative attitude.

Positions:	25	Contact:	Carol Carter
Type:	All students		Penfield Library 312-3543

PROVOST'S OFFICE

Office Aide

Assist with basic office duties: mailings, copying, collating, running errands, filing, telephone; computer work, as needed.

Positions:	1	Contact:	Darlene Abrantes
Type:	Federal Work Study		Culkin 702 312-2290

Research Aide

Assist various faculty funded through the RISE Program.

Positions:	12	Contact:	Cara Brewer Thompson
Type:	Federal Work Study		Lanigan 32 A

PSYCHOLOGY

Lab Aide

Supervision of computer laboratory; aid students in log-in and exit operations; report problems to Contact. Experience and/or course work in computer desirable, but not required

Positions: 1
Type: Federal Work Study

Contact: Patty Perry
Mahar 402
312-4013

QUEST

Assist in the preparation of publicity materials and data management of submissions and the program schedule for Quest 2008.

Positions: 2
Type: Federal Work Study

Contact: Dr Norman Weiner

REGISTRAR

Office Aide – currently filled

Assist with clerical tasks: filing, operation of office machines, answering phones and photocopying

Qualifications: dependability, accuracy and trustworthiness

Positions: 3
Type: All students

Contact: Registrar
Culkin 301 Hall
312-2136

RESIDENCE LIFE AND HOUSING

Desk Attendant

Perform receptionist duties; enforce security and environmental control; collect and distribute campus mail, packages and U.S. mail; maintain desk inventory; assist RHD/AHD and Head DA in operation of desk operations; perform additional duties as identified by RHD/AHD

Qualifications: live in a SUNY Oswego residence hall, GPA of at least 2.0
Separate Application required:

Type: Not Federal Work Study

Contact: Hall Directors

Head Desk Attendant

Assist in maintaining forms used at desk, including payroll sheets; assist in collecting and distributing campus mail, packages and U.S. mail; assist in establishing and maintaining desk equipment inventory

Qualification: live in a SUNY Oswego residence hall, GPA of at least 2.0
Separate application required.

Type: Not Federal Work Study

Contact: Hall Directors

Recycling Technician

Monitor resident sorting of recyclables and trash; inform residents of correct recycling categories and procedures; sort bags/boxes left in hallway outside of recycling room; replace bags as required.

Qualifications: live in a SUNY Oswego residence hall, GPA of at least 2.0.
Separate application required.

Type: Not Federal Work Study

Contact: Hall Directors

Computer Technician

Oversee general operations of the computer lab; record all problems and schedule changes; maintain clean, noise-free environment; provide basic technical support to lab users.

Qualifications: live in a SUNY Oswego residence hall; GPA of at least 2.0
Separate application is required

Type: Not Federal Work Study

Contact: Hall Directors

Fitness Center Attendants

Primarily responsible for checking in members, daily care and maintenance of equipment, and providing assistance to all members.

Separate application is required

Type: Not Federal Work Study

Contact: Hall Directors

Fitness Center Personal Trainer

Primarily responsible for creating and demonstrating basic exercise program to members.

Qualifications: non-credit 8-week training course offered each spring

Type: Not Federal Work Study

Contact: Fitness Center Director

Fitness Center Group Exercise Instructors

Primarily responsible for leading a variety of group exercise classes including kickboxing, step, toning, indoor cycling and yoga.

Qualification: non-credit 8-week training course offered each spring

Type: Not Federal Work Study

Contact: Fitness Center Director

Fitness Center Student Manager

Managers have a variety of responsibilities including direct supervision of student staff, public relations, staff development, maintenance of equipment and assistance in overall Fitness Center programming

Qualifications: current fitness center student employee

Type: Not Federal Work Study

Contact: Fitness Center Director

RICE CREEK FIELD STATION

Note: Green Shuttle transports to Rice Creek from the Marano Campus Center on days classes are in session.

Field Station Aide

Perform a variety of clerical, laboratory and field work for scientific related research. Visit the Field Station with your available hours/schedule. If possible, call 312-6677 to arrange an appointment.

Positions: 4
Type: Federal Work Study

Contact: Wendy Fragale
Thompson Rd
Oswego
312-6677

Field Station Aide – Collection Coordinator

Perform a variety of clerical/ laboratory work in relation to the maintenance of collections. Hands-on organizing of specimens and/or data entry of database files. . Visit the Field Station with your available hours/schedule. If possible, call 312-6677 to arrange an appointment.

Positions: 1
Type: Federal Work Study

Contact: Wendy Fragale
Thompson Rd
Oswego
312-6677

Field Station Aide – Grounds Worker Assistant

Worker will help on grounds. Trail walker, checking for maintenance & trail conditions, etc. Light maintenance on trails to be done, if needed. Assist with landscaping of grounds and the weeding of gardens. Worker should wear appropriate clothing to work outdoors (long pants, jacket, boots; snowshoes can be provided). Visit the Field Station with your available hours/schedule. If possible, call 312-6677 to arrange an appointment.

Positions: 1
Type: Federal Work Study

Contact: Wendy Fragale
Thompson Rd
Oswego
312-6677

Field Station Aide – Multiflora Rose Worker

Aide to work on trail maintenance for multiflora rose project. Training and tools provided. Wear appropriate attire for outdoor work, similar to grounds worker assistant. Aide must be able to work without supervision once trained. Aide must be able to work a minimum of 3 hours once or twice a week. Visit the Field Station with your available hours/schedule. If possible, call 312-6677 to arrange an appointment.

Positions: 1
Type: Federal Work Study

Contact: Wendy Fragale
Thompson Rd
Oswego
312-6677

SHINEMAN MAIL ROOM

Assist in the distribution of mail to various offices in the Shineman building

Positions: 6
Type: Federal Work Study

Contact: Eric Foertch
Shineman G 60
312-6637

STUDENT CONDUCT AND CODE COMPLIANCE

Office Aide

Assist with filing, copying and receptionist duties and other special assignments, as needed. Student staff is expected to maintain the highest levels of confidentiality and professionalism.

Positions: 1
Type: Federal Work Study

Contact: Holly Perfetti/Becky Nadzadi
Culkin 501
312-3378

TECHNOLOGY

Laboratory Assistant

Assist faculty members in several applied technology laboratories including: Design, Technical Drawing, CADD, polymer, Transportation, Energy, Electronics, Manufacturing, Construction, Material Processing. Duties include routine care and maintenance of equipment, facility and inventory; assistance with classroom instruction possible

Positions: 10
Type: All students

Contact: Mark Hardy
Park 103 C
312-5760

Office Aide

Aide will assist with general office duties.

Positions: 1
Type: Federal Work Study

Contact: Teri Davis
Park 103
312-3011

THEATRE

Office Aide

Aide will assist Theatre and Music Departments with basic office duties. Typing ability helpful as well as general knowledge of office procedures and machines

Positions: 3
Type: Federal Work Study

Contact: Sally Van Buren
Hewitt 29
312-2130

Construction Assistant

Build and supervise building of stage scenery and properties, maintain shop machines and equipment, keep records of stock scenery; take inventories of supplies and equipment. Use of power tools and manual labor required.

Qualifications: interest in carpentry

Positions: 10
Type: Federal Work Study

Contact: Sean Culligan
Hewitt 123DX
312-2987

Costume Assistant

Assist the Costume Designs and Costume Shop Contact in building, altering and maintaining costumes for theater productions

Qualifications: cutting and sewing skills, arts and crafts and organizational abilities are desirable; common sense a necessity.

Positions: 10
Type: Federal Work Study only

Contact: Judy McCabe
Hewitt 123 AX
312-2988

Electronics Aide

Assist in stage lighting for concerts and lighting maintenance

Positions: 1
Type: Federal Work Study only

Contact: Greg Brewster
Hewitt 24 E
312-2138

Microcomputer Aide

Assist in maintaining departmental microcomputers; perform data entry and software maintenance.

Qualifications: familiarity with Mac

Positions: 1
Type: Federal Work Study only

Contact: Greg Brewster
Hewitt 24 E
312-2138

Properties Master

Organize and maintain the props storage areas. Find, build, procure and return props for departmental shows. Assist other props masters. Driver's license and car a plus. Ability to lift 30 lbs a plus.

Positions: 3
Type: Federal Work Study only

Contact: Jessica Culligan
Hewitt
Phone: 312-2984

THEATRE BOX OFFICE**Ticket Agents**

Answer phone, take reservation requests and give information on performances, price of tickets, dates and times; sell tickets. Must be available to work some weekend and evening shifts.

Qualifications: possess good phone manners, pleasing personality, able to work under pressure and make correct change. Be proficient in computers and able to learn ticketing software. Must take 30 minute training on Box Office procedures

Positions: 1-5
Type: Federal Work Study

Contact: Kelly Cullinan
Hewitt 104 C
312-2141

TRANSFER ADVISEMENT OFFICE**Office Aide**

Aide will assist with general office duties; transfer students are preferred.

Positions: 2
Type: Federal Work Study only

Contact: Corie Kohlbach
Marano 177
312-3638

VOCATIONAL TEACHER PREPARATION

Office Aide

Answer phones, typing, filing, prepare mailings and general office work. Knowledge of computers is preferred, will consider all academic major applicants.

Positions: 2
Type: Federal Work Study

Contact: Dr. Margaret Martin
Park 307
312-2480

WALKER HEALTH CENTER

Receptionist – currently filled

Responsible for greeting patients, obtaining proper charts, seeing that correct forms are completed by patients, filing accurately and answering telephones.

Positions: 6
Type: All students

Contact: Donna Jerrett
Walker Health 168
312-4100

WRVO

Office Aide

This position will provide office support to WRVO professional staff. Tasks include: telephone answering, typing correspondence, copier operation, bulk mail preparation, and fundraising activities

Qualifications: consistent availability, computer and telephone skills, familiarity with office operations in a professional atmosphere, and awareness of public radio a plus

Positions: 1
Type: Federal Work Study only

Contact: Pam Cantine
Penfield 102
312-3690

OFF-CAMPUS WORK STUDY JOBS

AMERICA READS

Reading Tutor

Assist elementary classroom teachers as tutors in the areas of reading and/or math. Preference is given to upper level education majors with a B+ or better GPA.

Students are primarily placed in the Oswego City School District, Mexico, Hannibal and Fulton districts. Other arrangements can be made with school districts for those who qualify for the program.

Positions: 35
Type: Federal Work Study only

Contact: Kathy Flaherty
206 B Culkin Hall
312-3578