

## **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:	<b>Volunteer</b>		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

### **Earth Science Technical Assistant**

Duties include: curatorial assistance with rock, mineral and fossil specimens; map curation, map mounting along with some clerical tasks. Earth science training helpful, but not necessary.

Positions: 1  
Type: Federal Work Study only

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

### **Geology Aide**

Help organize, catalog and arrange equipment and materials for geology program. Some knowledge of maps, rocks and minerals helpful. Some data entry in Excel

Positions: 1  
Type: Federal Work Study only

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

### **Geology 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: Dr. David Valentino  
Shineman 394 A  
312-2798

### **Map Curator & Classroom Graphics**

Repair and classroom distribution of plastic raised relief maps, cloth backed maps and the cataloguing of aerial photo sets and 35mm slide sets. Needs initiative to carry out repairs and in working with Learning Resource personnel in installation of backing materials for paper maps, using dry mount process. Experience in photocopying class materials helpful.

Positions: 1  
Type: Federal Work Study only

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

### **Meteorological Assistant**

Assist with maintenance of weather map room including facsimile displays, computer input/output and observing instruments.

Qualifications: Meteorology major or interest in meteorology

Positions: 3  
Type: Federal Work Study only

Contact: Scott Steiger/Dr. Robert Ballentine  
Shineman 366  
312-2802/3065



### **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](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](mailto: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](mailto: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](mailto: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](mailto: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	Contact:	Mark Hardy
Type:	All students		Park 103 C 312-5760

### Office Aide

Aide will assist with general office duties.

Positions:	1	Contact:	Teri Davis
Type:	Federal Work Study		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	Contact:	Sally Van Buren
Type:	Federal Work Study		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	Contact:	Sean Culligan
Type:	Federal Work Study		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	Contact:	Judy McCabe
Type:	Federal Work Study only		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