<table>
<thead>
<tr>
<th>DEPT:</th>
<th>LOCATION:</th>
<th>CONTACT:</th>
<th>PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.A.I.C. (Academic Advisement and Information Center)</td>
<td>Greenley Hall</td>
<td>Beverly Kahn</td>
<td>420-6157</td>
</tr>
<tr>
<td></td>
<td>Lower Level</td>
<td>or Denise Letterel</td>
<td></td>
</tr>
<tr>
<td>Description: Greet students, answer phones, schedule appointments, filing, assist the Administrative Assistant and Counselors.</td>
<td></td>
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<tr>
<td>Academic Projects</td>
<td>Thompson Hall</td>
<td>Steve Campbell</td>
<td>420-2241</td>
</tr>
<tr>
<td></td>
<td>Rm 224</td>
<td>or Holly Gordon</td>
<td>420-2337</td>
</tr>
<tr>
<td>Description: Clerical, printing, mailings, labels, envelope stuffing, answer phones, prospecting.</td>
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</tr>
<tr>
<td>Accounts Payable</td>
<td>Whitman Hall</td>
<td>RoseAnn Byron</td>
<td>420-2494</td>
</tr>
<tr>
<td></td>
<td>Rm 271</td>
<td>or Valerie Gaffney</td>
<td>420-2078</td>
</tr>
<tr>
<td>Description: Data entry, filing, copying, general office work.</td>
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</tr>
<tr>
<td>Alumni Relations</td>
<td>Ward Hall</td>
<td>Regina Vasquez</td>
<td>794-6218</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or Michelle Johnson</td>
<td>420-2369</td>
</tr>
<tr>
<td>Description: Data entry, office/administrative functions, event planning assistance.</td>
<td></td>
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</tr>
<tr>
<td>Athletics</td>
<td>Nold Hall</td>
<td>Bill Musto</td>
<td>420-2253</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or Tara Velsor</td>
<td>420-2482</td>
</tr>
<tr>
<td>Athletic Training/Sports Medicine</td>
<td>Nold Hall</td>
<td>Jessica Dautner</td>
<td>794-6281</td>
</tr>
<tr>
<td>Description: Assist Sports Med Staff in treatments, enforce Athletic Training Facility Rules, assist athletes w/ icing, daily cleaning, stock up treatment/taping tables, assist w/ Game Day setups. Must be flexible w/ schedule. Past medical exp preferred. Great resume builder for medical field career. *See handout for more details.</td>
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</tr>
<tr>
<td>Aviation (Administrative Aviation Dept)</td>
<td>Flight Center</td>
<td>Michael Trzaka</td>
<td>420-2577</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or AnneMarie Sollazzo</td>
<td></td>
</tr>
<tr>
<td>Description: Assist Administration, faxing, filing, copying, monitor student schedules, assist AirBoss with daily duties, and provide statistical reports. Must have good and concise communication skills, be highly organized and be able to multitask under high volume situations.</td>
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</tbody>
</table>
**Aviation (Aircraft Maintenance Dept)**  
Flight Center  
Zhi Hua Shum  420-2525  
or Daniel Franco  
Description: Clean and detail SUNY aircraft.

**Alumni Relations**  
Ward Hall  
Regina Vazquez  794-6218  
Rm 10  
or Michelle Johnson  420-2369  
Description: Data Entry, Office administrative functions, Event planning assistance.

**Biology**  
Hale Hall  
Anna Brewer  420-2175  
Rm 113  
or Stuart Cheskes  
Description: Filing, running errands, helping around main office.

**Business Management**  
School of Business  
Nanda Viswanathan  420-2015  
Rm 329  
or Richard Vogel  
Description: Filing, copying, faxing and answering phones.

**Business Outreach**  
Ward Hall  
Mary Ellen DeCicco  420-2316  
2nd floor  
or Bridget Cremmins  420-2144  
Description: Diversified office work, phones, typing, research, excel sheets, mailings, will be speaking with corporate partners, all around assistant.

**Campus Recreation**  
Roosevelt Hall  
Eli Olken-Dann  420-6249  
Rm 116  
Description: "Game Official" officiates Intramural matches and events. Experience preferred, or must know and uphold rules of sport officiatiting. Remain professional during game action. Attend trainings and rules seminars.  
"Score Keeper" keeps official scoring during Intramural matches & events, operates electronic and manual scoreboards, and score sheets. Check participants for game play and student ID. Attend trainings and seminars.  
*See handout for more details.

**Career Development Center**  
Greenley Hall  
Dolore Ciaccio  420-2296  
or Lupe Rivera  
Description: Assist Career Center staff with all aspects of department efforts.

**Chemistry**  
Lupton Hall  
Winnie Fay  420-2221  
Rm 216D  
Description: Making copies, delivering papers to various buildings, organizing papers and helps out where needed.
<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Name</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td><strong>Child Care</strong></td>
<td>Childrens Center</td>
<td>Kathleen Dowd</td>
<td>420-2125</td>
</tr>
<tr>
<td><strong>Disability Services</strong></td>
<td>Roosevelt Hall</td>
<td>Nicole Scruggs</td>
<td>420-2413</td>
</tr>
<tr>
<td></td>
<td>Rm 150/151</td>
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<tr>
<td>Description: Office Support, Alt site testing support, Deliver items to mailboxes/depts, Computer knowledge preferred.</td>
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<tr>
<td><strong>Human Resources</strong></td>
<td>Whitman Hall</td>
<td>Marybeth Incandela</td>
<td>420-2107</td>
</tr>
<tr>
<td></td>
<td>Rm 260</td>
<td>or Kathleen Brown</td>
<td></td>
</tr>
<tr>
<td>Description: Basic clerical tasks including alphabetizing, filing, data entry and greeting office visitors.</td>
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<tr>
<td><strong>Institutional Advancement</strong></td>
<td>Horton Hall</td>
<td>Toni Fodera</td>
<td>420-2400</td>
</tr>
<tr>
<td></td>
<td>Rm 115</td>
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<tr>
<td>Description: Scan and file paperwork.</td>
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<tr>
<td><strong>Institutional Research</strong></td>
<td>Ward Hall</td>
<td>Patricia Lind-Gonzalez</td>
<td>420-2298</td>
</tr>
<tr>
<td>Description: General clerical office work, make follow up phone calls, search LinkedIn for employment of graduates, data entry, update graphs &amp; spreadsheets, scanning.</td>
<td></td>
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</tr>
<tr>
<td><strong>Liberal Arts</strong></td>
<td>Memorial Hall</td>
<td>Sandra Hahl</td>
<td>420-2656</td>
</tr>
<tr>
<td></td>
<td>Rm 100</td>
<td>or Marlene Groner</td>
<td></td>
</tr>
<tr>
<td>Description: Phones, filing, assist with office.</td>
<td></td>
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</tr>
<tr>
<td><strong>Library (Periodicals)</strong></td>
<td>Greenley Hall</td>
<td>Azadeh Mirzadeh</td>
<td>420-2402</td>
</tr>
<tr>
<td></td>
<td>Rm 217</td>
<td>or Joanne Cicerello</td>
<td>420-2193</td>
</tr>
<tr>
<td>Description: Cover Periodicals desk to assist patrons, Shift journals routinely to make room for additional issues, Process/shelve journal on occasion, Pick up mail from mailroom on occasion.</td>
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<tr>
<td><strong>L.I.E.O.C</strong></td>
<td>Hooper Hall</td>
<td>Tory T. Hare</td>
<td>420-2033</td>
</tr>
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<td></td>
<td>Rm 204</td>
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</tr>
<tr>
<td>Description: Knowledge of Social Media platforms (experience w/ Facebook, Twitter, Instagram, etc.), Reception Desk, phones, filing clerical, etc., Assist faculty and staff with small tasks.</td>
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</tbody>
</table>
**Nursing**

Gleeson Hall  
Rm 2014  
Nichole DeRenzis  420-2229  
or Deborah Fuller  420-2171

Description: Filing, mailings, shredding, packing folders for orientations & CPR classes, collating data.

**Physical Plant**

Service Building  
Erika Wachter  420-2017  
or Jack Petrich

Description: Organize plans & specs, Update drawings on shared network drive, Take pictures of campus construction.

**Physics**

Lupton Hall  
Rm 234  
Jack Simonson  420-2155  
or Solomon Ayo

Description: Python scripting to control scientific instrumentation, Materials synthesis of bulk crystals, and Characterization of materials for energy applications.

**Psychology**

Knapp Hall  
Rm 46  
Barbara Sarringer  420-2725

Description: Office work, phones, photocopying, errands.

**Residence Life**

Sinclair Hall  
Angela Jasur  420-2010

Description: "Desk Managers" maintain safety and security in residence halls, uphold visitation policy, sign in students’ guests, report any safety concerns to college officials.  
*See handout for more information.

**Scholarships**

Ward Hall  
Rm 200  
Bridget Cremmins  420-2144

Description: Filing, copying, general office work.

**Science, Technology & Society**

Memorial Hall  
Rm 115  
Tamara Sooknauth  420-2220

Description: Filing, Errands, Deliver items to different buildings on campus, Computer, Appointments.

**Sociology**

Memorial Hall  
Rm 130  
Evan Cooper  420-2573  
or Aaron Howell

Description: Scan files into PDFs, upload files onto Google Drive, filing, etc.
<table>
<thead>
<tr>
<th>Organization</th>
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<th>Phone</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Sport Management**                 | School of Business | Sarbij Singh | 420-2786   | Rm 104 or Ira Stolzenberg  
Description: Assist Internship program, researching, promoting, marketing, assist secretary, assist professor-led class prep & research, student-led project. *See handout. |
| **STEP/CSTEP**                       | Lupton Hall    | Risa Stein    | 420-2788   | Rm 144  
Description: File paperwork, track office supplies, keep track of book library, answer phones, run errands on campus, other clerical duties as needed by supervisor.                                                                 |
| **Student Success Center/Books & Beans** | Greenley Hall | Marguerite D'Alosio | 420-2480 | or Deborah Robinson (Stud Success Cntr) or William Jimenez (Books & Beans)  
Description: Monitor & assist students in 2 open computer labs (SSC & Books & Beans), Cover front/reception desk as needed, including student sign-in & phone coverage, Assist staff as needed, including clerical, set-up for programs, events, workshops, and interoffice errands. |
| **University in the High School**    | Thompson Hall  | Karen Dhennin | 420-2199   | Rm 127  
Description: Filing, copying, sorting, etc.                                                                                                           |
| **Urban Horticulture and Design**    | Thompson       | Vanda Bordies | 420-2113   | Rm 202 or Jonathan Lehrer  
Description: Horticulture Computer Lab Monitor, Make sure students log in/out of lab, and that computers are off when not in use. Reliable, responsible, dependable students needed. |
| **Veterans Affairs**                 | Roosevelt Hall | Eric Farina   | 420-6168   | Room 109  
Description: Answering phones, walk-in inquiries as related to Veteran’s Educational Benefits, at both the State and Federal level, as well as assisting in office administrative paperwork. |
COMMUNITY SERVICE
OFF CAMPUS WORK STUDY

FALL 2015
By appointment only, call (631) 420-2578
Laffin Hall, Room 324

Arthur Morrison Mentors
Mentors and Tutors  Hempstead, NY
Description: Mentoring and tutoring grades K-12 in Math, Writing, and Grant Research. Mondays and Wednesdays available.

L.I. Against Domestic Violence
Marketing Assistant/Data Entry Position  Central Islip, NY
Description: Assist the Director of Development & Outreach in daily marketing activities including social media, especially for upcoming events, maintain databases and spreadsheets, admin aid for donor growth projects, assist with meetings schedule and minutes of meetings, assist with press releases, company newsletter and event announcements. Flexible schedule.

Child Care @ Safe Harbor Shelter  Location Confidential
Description: Assist with child care at confidential Domestic Violence Shelter in Suffolk County while parent attends counseling sessions and group meetings. Tuesdays, Thursdays and Fridays available.

Long Island Coalition for the Homeless
Amityville Community Center  Amityville, NY
Description: Help coordinate services that serve the homeless in a non-emergency shelter. Must have excellent computer skills, create flyers, social media skills, program planning. Monday through Friday availability.

Parent Action Community Inc.
"PAC 4 Success" Office Help  Lindenhurst, NY
Description: General office duties, filing, answering phones, making phone calls, data entry, sorting inventory, copies, assist with workshops, other duties as directed by supervisor. Mon, Tues, Thurs evenings available.

Upper Room Christian School
Extra help/Tutors/Aftercare  Dix Hills, NY
Description: Extra help, tutoring, homework help, grades K-12. All subjects including Science, Math, Horticulture, etc.