<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>
<td></td>
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</tr>
<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>
<td></td>
<td></td>
<td></td>
</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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>Ward Hall</td>
<td>Regina Vasquez</td>
<td>794-6218</td>
</tr>
<tr>
<td></td>
<td>or Michelle Johnson</td>
<td>420-2369</td>
<td></td>
</tr>
<tr>
<td>Description: Data entry, office/administrative functions, event planning assistance.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>Nold Hall</td>
<td>Bill Musto</td>
<td>420-2253</td>
</tr>
<tr>
<td></td>
<td>or Tara Velsor</td>
<td>420-2482</td>
<td></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>
</tbody>
</table>
### Aviation Department (Ward Hall)

- **Location:** Ward Hall
- **Floor:** 3rd
- **Contact:** Louis Scala (420-2039)

**Description:** Assist faculty in report preparation. Assist in research of aviation student scholarships and internships. Research and create databases of aviation alumni and industry contacts, and aviation related companies for possible jobs. Assist the dept chairperson, faculty and secretary with routine office tasks. Provide administrative assistance to faculty advisors of curriculum clubs. Perform tasks as assigned by faculty and staff.

*See handout for more details.*

### Aviation (Flight Center)

- **Location:** Flight Center
- **Contact:** Michael Trzaka (420-2577) or AnneMarie Sollazzo

**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.

### Aviation (Aircraft Maintenance Dept)

- **Location:** Flight Center
- **Contact:** Zhi Hua Shum (420-2525) or Daniel Franco

**Description:** Clean and detail SUNY aircraft.

### Alumni Relations

- **Location:** Ward Hall
- **Floor:** Rm 10
- **Contact:** Regina Vazquez (794-6218) or Michelle Johnson (420-2369)

**Description:** Data Entry, Office administrative functions, Event planning assistance.

### Biology

- **Location:** Hale Hall
- **Floor:** Rm 113
- **Contact:** Anna Brewer (420-2175) or Stuart Cheskes

**Description:** Filing, running errands, helping around main office.

### Business Management

- **Location:** School of Business
- **Floor:** Rm 329
- **Contact:** Nanda Viswanathan (420-2015) or Richard Vogel

**Description:** Filing, copying, faxing and answering phones.

### Business Outreach

- **Location:** Ward Hall
- **Floor:** 2nd
- **Contact:** Mary Ellen DeCicco (420-2316) 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 officiating. 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.

Child Care

Childrens Center
Kathleen Dowd
420-2125

Disability Services

Roosevelt Hall
Nicole Scruggs
420-2413
Rm 150/151

Description: Office Support, Alt site testing support, Deliver items to mailboxes/depts, Computer knowledge preferred.

Human Resources

Whitman Hall
Marybeth Incandela
420-2107
Rm 260

or Kathleen Brown

Description: Basic clerical tasks including alphabetizing, filing, data entry and greeting office visitors.

Institutional Advancement

Horton Hall
Toni Fodera
420-2400
Rm 115

Description: Scan and file paperwork.

Institutional Research

Ward Hall
Patricia Lind-Gonzalez
420-2298

Description: General clerical office work, make follow up phone calls, search Linked In for employment of graduates, data entry, update graphs & spreadsheets, scanning.
<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Name</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Liberal Arts</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></td>
<td><strong>Description:</strong></td>
<td>Phones, filing, assist with office.</td>
<td></td>
</tr>
<tr>
<td>Library (Periodicals)</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></td>
<td><strong>Description:</strong></td>
<td>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>
<td></td>
</tr>
<tr>
<td>L.I.E.O.C</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>
<td></td>
<td><strong>Description:</strong></td>
<td>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>
<td></td>
</tr>
<tr>
<td>Nursing</td>
<td>Gleeson Hall</td>
<td>Nichole DeRenzis</td>
<td>420-2229</td>
</tr>
<tr>
<td></td>
<td>Rm 2014</td>
<td>or Deborah Fuller</td>
<td>420-2171</td>
</tr>
<tr>
<td></td>
<td><strong>Description:</strong></td>
<td>Filing, mailings, shredding, packing folders for orientations &amp; CPR classes, collating data.</td>
<td></td>
</tr>
<tr>
<td>Physical Plant</td>
<td>Service Building</td>
<td>Erika Wachter</td>
<td>420-2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or Jack Petrich</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Description:</strong></td>
<td>Organize plans &amp; specs, Update drawings on shared network drive, Take pictures of campus construction.</td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td>Lupton Hall</td>
<td>Jack Simonson</td>
<td>420-2155</td>
</tr>
<tr>
<td></td>
<td>Rm 234</td>
<td>or Solomon Ayo</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Description:</strong></td>
<td>Python scripting to control scientific instrumentation, Materials synthesis of bulk crystals, and Characterization of materials for energy applications.</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>Knapp Hall</td>
<td>Barbara Sarringer</td>
<td>420-2725</td>
</tr>
<tr>
<td></td>
<td>Rm 46</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Description:</strong></td>
<td>Office work, phones, photocopying, errands.</td>
<td></td>
</tr>
<tr>
<td>Residence Life</td>
<td>Sinclair Hall</td>
<td>Angela Jasur</td>
<td>420-2010</td>
</tr>
<tr>
<td></td>
<td><strong>Description:</strong></td>
<td>&quot;Desk Managers&quot; maintain safety and security in residence halls, uphold visitation policy, sign in students' guests, report any safety concerns to college officials.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>*See handout for more information.</td>
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</tbody>
</table>
Scholarships
Ward Hall       Bridget Cremmins       420-2144
Rm 200
Description: Filing, copying, general office work.

Science, Technology & Society
Memorial Hall       Tamara Sooknauth       420-2220
Rm 115
Description: Filing, Errands, Deliver items to different buildings on campus, Computer, Appointments.

Sociology
Memorial Hall       Evan Cooper       420-2573
Rm 130 or Aaron Howell
Description: Scan files into PDFs, upload files onto Google Drive, filing, etc.

Sport Management
School of Business       Sarbjit 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.

Transfer Services
Laffin Hall       Judi Cestaro       420-2733
Rm 203 or Amy Stier       420-2638
<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Name</th>
<th>Phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>University in the High School</strong></td>
<td>Thompson Hall</td>
<td>Karen Dhennin</td>
<td>420-2199</td>
<td>Description: Filing, copying, sorting, etc.</td>
</tr>
<tr>
<td></td>
<td>Rm 127</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Urban Horticulture and Design</strong></td>
<td>Thompson Hall</td>
<td>Vanda Bordies</td>
<td>420-2113</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Rm 202</td>
<td>or Jonathan Lehrer</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Veterans Affairs</strong></td>
<td>Roosevelt Hall</td>
<td>Eric Farina</td>
<td>420-6168</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Room 109</td>
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</tr>
</tbody>
</table>
COMMUNITY SERVICE
OFF CAMPUS WORK STUDY

2015/16
By appointment only, call (631) 420-2578
Laffin Hall, Room 324

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

ORGANIZATION: L.I. Against Domestic Violence
LOCATION: 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.

ORGANIZATION: Parent Action Community Inc.
LOCATION: Freeport, 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.

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