

2019**COLLEGE WORK STUDY
AVAILABILITY - BY DEPARTMENT****SPRING**

Department: AAIC	Location: Greenley Hall L.L.	Contact: Denise Letterel	Phone: 420-6157
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Description: 2-3 students needed – File clerk as well as relieve receptionist at lunch hour and/or as needed, greet students, schedule appointments, answer phones, assist Counselors, Office Manager and Director.

Department: Accounts Payable	Location: Sinclair Hall Rm 101	Contact: RoseAnn Byron or Valerie Gaffney	Phone: 420-2494 or 2078
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Description: 1 student needed – Assist with general office duties.

Department: Admissions	Location: Laffin Hall Rm 209	Contact: Jeanne Soto	Phone: 420- 2354
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Description: Student(s) needed with experience in EXCEL to assist with document processing. Scanning, uploading & matching documents accurately & efficiently, & other projects as needed. 10-15 hrs./week.

Department: AET/MET	Location: Lupton Hall 181,132,121,119,124	Contact: Mohamad Zoghi or Robert Adolfsen	Phone: 420-6292
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Description: 4-6 students needed – Assist dept. in organizing & preparing the laboratories for training. The following labs will need work study students: L124(Energy lab); L181 (Machine shop); L132 (Transmission lab); L119 (Chassis lab); L121 Deisel lab).

Department: Alumni Relations	Location: Ward Hall Rm 10	Contact: Regina Vasques or Michelle Johnson	Phone: 420-6218
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Description: 2 students needed for data entry, event assistance, mailings & mailing lists, and clerical duties.

Department: Architecture & Construction Mgmt.	Location: Lupton Hall Rm 261	Contact: Margo McNeil or Orla LoPiccolo	Phone: 420-6123
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Description: 2 students needed –

* A student to assist the dept. with supervising our dept. computer lab & to assist a new Instructional Support Tech with various course labs, lab materials, sorting construction materials & making copies of instructional material.

* A student to assist the dept. with supervising our dept. commuter lab & to assist the dept. with ABET, researching other architectural & construction mgmt. Programs, posting jobs, office work & student work display.

Department: A.S.A.P. (Academic Student Achievement Program)	Location: Laffin Hall Rm 112	Contact: Marianne Simone or Branden Fredericks	Phone: 420-6152
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Description: 2 students needed for office work – filing, copying, interoffice mail delivery, phones, etc., support staff.

Department: Athletics	Location: Nold Hall Rm 106	Contact: Jessica Dautner or Jennifer Bergstein	Phone: 420-6281
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Description: 5 students needed - Location: Athletic Training/Sport Medicine Facility in Nold Hall.

Responsibilities:

- Assisting Sports Medicine Staff in certain treatments
- Enforcing the Athletic Training Facility Rules
- Assist athletes with icing
- Daily cleaning
- Stocking up treatment/taping tables
- Assist with Game Day Setups

Availability: Must be flexible and must be able to work weekday afternoons into evenings and weekends.

We are looking for someone who has past medical experience (EMT, CPR, and First Aid Certified) or someone who is interested in learning and gaining the experience. This is a good position for someone who is looking to go into a career in the medical field. Great resume builder!

If interested please contact Jessica Dautner at Jessica.dautner@farmingdale.edu or office number at 631-794-6281.

Department: Automotive Technology	Location: Lupton Hall Rm 105	Contact: Erin Gates	Phone: 794- 6292
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Description: 2 students needed to assist the Dean's office with various planning activities surrounding the STEM Diversity Summit. Hours will include morning or afternoon depending on the day. Duties include making copies, organizing files, etc., preparing badges, using Word and Excel.

Department: Biology	Location: Hale Hall Rm127 or Rm108	Contact: Sarah Gross or Rebecca Bond	Phone: 420- 2175
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Description: 2 – students needed to clean labs & materials & to help prep courses. Also, need help with maintaining microorganisms.

Department: Biology	Location: Hale Hall Rm117 or Rm111	Contact: Nastassja Bissoon or Cynthia Thomas	Phone: 794- 6543 or 420- 2068
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Description: 2 – Preferably Bioscience Students needed – learning & helping with media preparations, cleaning glass ware, wiping down tables & countertops in the lab & prep. room, restocking lab & prep. room with materials needed for the lab.

Department: Business Management	Location: School of Bus Rm 329	Contact: Dr. Nanda Viswanathan or Lynzee Daniel	Phone: 420-2015
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Description: 3 students needed for heavy filing, distributing mail, answering phones, entering data, small projects, faxing documents, delivering packages, maintain office supplies, heavy photocopying, etc.

Department: Campus Recreation	Location: Roosevelt Hall Rm 127	Contact: Jason Gant	Phone: 794- 6249
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Description: 10 students needed
Referee & score keep intramural sports games (flag football, basketball, volleyball). Supervise the Fit Lab (Roosevelt Hall weight room) during operating hours.

Farmingdale State College **CAMPUS** **RECREATION**

Job Descriptions

Intramural Official: The Game Official's primary job is to officiate intramural games. Officials are required to do the following:

- Attend all rules, mechanics and training sessions
- Bring whistle and come dressed to officiate each shift
- Assist in the set-up and break down of all field and courts
- Enforce rules and maintain the code of conduct expected amongst intramural participants
- Give sportsmanship ratings at the end of games for each team
- Check in & out at beginning/end of shift
- Ensure that all equipment has been put away neatly and all score-sheets have been returned to the office
- Other duties as assigned

Flab Factory/Weight Room Attendant: The Flab Factory Supervisors primary responsibilities are to ensure safety and sanitation in the weight room. Flab Factory Supervisors are required to the following:

- ALWAYS be on time for their shift and unlock the room if opening.
- Acknowledge each and every person that enters and exits the room.
- Be Personable, friendly and greet users.
- Sign students in/out using the Flab Factory log Book.

Chemistry	Location: Lupton Hall Rm 216D	Contact: Winnie Fay	Phone: 420-2221
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Description: 1 student needed – basic office duties: filing, copying & data entry. *Knowledge of Word a plus!*

Department: Child Care	Location: Children's Center	Contact: Stacey Albitz or Teri Nilsson	Phone: 420-2366
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Description: 15 students needed – to assist the teacher & teacher's assistant in the daily routine of the day working with children ages 8 weeks – 5 years old. Assistance is needed with classroom duties ie: cleaning, playground supervision, bathroom, arts, crafts, changing, sunscreen, lunch, snack, sanitation, & closing and/or opening a classroom.

Department: College of Preparatory Programs	Location: Sinclair Hall Rm 204	Contact: Michael Holden	Phone: 794-6483
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Description: student(s) needed – for assisting with answering phones, taking messages, filing, running errands on campus and making copies. Data entry into Microsoft Excel spreadsheet. Help with contacting student, parents/guardians to remind them of events. Chaperone students on Saturdays taking college classes (9:30am–1:30pm). Help designing flyers, brochures & agendas. Check applications, registrations and permission slips are correct. Help with student orientations, field trips, & helping students to learn about college. Monitor the distribution & collection of textbooks & instructional materials & maintain inventory for program efficacy. Other administrative duties or special projects as assigned.

Department: Criminal Justice	Location: Sinclair Hall Rm 202	Contact: Dr. LaNina Cooke or Elizanne Warren-Russell	Phone: 420-2692
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Description: Student(s) needed – Tuesdays & Thursdays 9:30-2:30 - student will be responsible for filing non-student/faculty related documents, organizing materials for the new program, running errands on campus, copying & collating, & other various dept. oriented duties.

Department: Development	Location: Ward Hall Rm 201	Contact: MaryEllen DeCicco or Babette Kastens	Phone: 420-2316
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Description: 1 student needed – for filing, phones, data research, mailings, dept. to dept. errands for fundraising.

Department: Disability Services	Location: Roosevelt Hall Rm 150/151	Contact: Lisa Stagnitta or Malka Edelman	Phone: 420-2413 / 2411
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Description: WES programming

Department: Electrical & Computer Technology	Location: Lupton Hall Rm 246 I	Contact: Dawn Tuthill	Phone: 420-2397
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Description: Student(s) needed to assist with various office responsibilities.

Department: Horticulture	Location: Gardens & Greenhouse	Contact: Mark Bannon or Matthew Stanco	Phone: 420-2023
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Description: Student(s) needed for light maintenance in the gardens; weeding, raking, picking up debris, watering.

Department: Human Resources	Location: Whitman Hall Rm 260	Contact: Amy Zambrana or Marybeth Incandela	Phone: 420-2030
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Description: 3 students needed to assist with data entry, filing, alpha-sorting paperwork, scanning documents into electronic filing system.

Department: Information Technology	Location: Whitman Hall Rm 117	Contact: Diane Steinhauer	Phone: 420-2358
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Description: 3-4 students needed to open lab assistant for Whitman 221, oversee open lab, PCs and printers. Must be willing to assist other students. Knowledge of Office 2016. Know how to log into and knowledge of using Student Email and Blackboard.

Department: Institutional Research	Location: Ward Hall 2 nd Floor	Contact: Patricia Lind-Gonzalez or Kathleen Beier	Phone: 420-2298
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Description: 1 student needed for helping the dept. staff with research project by doing data entry of surveys, making phone calls to survey non-responders, checking data in reports, updating data in Excel spreadsheets, and other tasks as needed. Interested students can call or email patricia.lind-gonzalez@farminqdale.edu

Department: Liberal Arts & Sciences	Location: Memorial Hall Rm 100	Contact: Sandra Hahl or Saundra Lory-Snyder	Phone: 420-2656
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Description: few students needed – to assist answering phones, filing, and general office work.

Department: Liberty Partnerships Programs	Location: Sinclair Hall Rm 181	Contact: Suzelle Zamor	Phone: 794- 6594
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Description: Student(s) needed to assist with various office need.

Department: Library	Location: Greenley Hall Rm 122	Contact: Francesca Occhiogrosso	Phone: 420-2401
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Description: 12 students needed – responsible for covering the periodicals desk, retrieving & shelving of periodicals, shelving of books, shelf reading, monitoring the silent study room, restocking the printers, doing the hourly head count, & special projects.

Department: LIEOC	Location: Hooper Hall Rm 204	Contact: Tory Hare	Phone: 420-2033
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Description: 4 students needed with skills in the following areas:

Three students with Administrative Duties, Microsoft Office Suite, Telephones, etc.

One student with Graphic Design skills, InDesign, Photoshop, Social Media, etc.

Department: Nexus Center	Location: Greenley Hall	Contact: Dolores Ciaccio	Phone: 420-2488
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Description: 2 students needed – must be able to work on Tuesdays, Thursdays & Fridays. Assist with Nexus Center career activities; assist Office Manager with preparation for Job Fairs & other events; greet incoming students & other visitors; answer phones, make copies, file documents; assist Career Counselors; assist with set up of Job Fairs & Graduate School Fairs; assist employers & job seekers at job fairs.

Department: Nursing	Location: Gleeson Hall Rm 204	Contact: Pano Kellarakos or Kathleen Cino	Phone: 420-2229
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Description: 2 students needed

- Be independently motivated, approachable, helpful and attentive to visitor needs.
- Assess priorities and apply problem solving and conflict resolution skills.
- Provide high quality customer service (directions and other related information services) via telephone or in person to students, staff/faculty and external groups.
- Assist and greet students, faculty and visitors coming into the nursing office with requests.
- Receive and sort the daily mail.
- Answer the department of nursing telephone, take messages, and assist callers as needed.
- File student folders after faculty student advisement, file all clinical evaluations, file all acknowledgement of course requirements, file all lab skill testing results and math quiz results.
- Reply to the department of nursing email inquiries after review of the department policy and or admissions requirements; forward all email inquiries that are not straightforward to the department secretary or chairperson.

Department: Office of Development & Alumni Engagement	Location: Ward Hall Rm 201	Contact: Mary Ellen DeCicco	Phone: 420-2316
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Description: 3 students needed to assist with data entry, filing, alpha-sorting paperwork, scanning documents into electronic filing system.

Department: Office for Institutional Advancement	Location: Horton Hall Rm 115	Contact: Katy Tatzel or Chantalle McKim	Phone: 420-2500
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Description: 2 students needed for data entry, scanning, miscellaneous projects & errands around campus, light phone work when necessary.

Department: Physical Plant	Location: Service 124	Contact: Erika Wachter or James Ramos	Phone: 420-2017
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Description: 1 student needed for updating single line drawings, filing project information, accompanying Project Managers on construction sites to take project notes.

Department: Physics	Location: Lupton Hall Rm 234	Contact: Jack Simonson or Solomon Ayo	Phone: 420-2155
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Description: 5 students needed – **Physics Student Researcher:** perform research in the fields of physics & materials science & engineering. Potential projects are based on student interested & include synthesis & characterization of novel materials with energy applications in single crystal form; design & construction of precision laboratory equipment; C++/Python scripting; automation, & control of laboratory instrumentation; density functional theory calculation of material properties; & general laboratory tasks. These positions are excellent resume builders for students interested in pursuing science & engineering careers. Enthusiasm for science required.

Department: Psychology	Location: Knapp Hall Rm 46	Contact: Barbara Sarringer	Phone: 420-2725
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Description: 3 students needed – preferably Applied Psychology students - office work, filing, copying, phones, mail delivery & errands.

Department: Purchasing	Location: Whitman Hall	Contact: Ann Marie Moresky	Phone: 420- 2371
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Description: Student(s) needed to assist with various office need. Approx. 6hrs./week.

Department: RAM	Location: Greenley Hall, LL	Contact: Sarina Turbendian	Phone: 794-6403
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Description: We will be hiring 4-5 RAM students, but will be interviewing after the first week of classes. A description of duties will be informed at interview.

Department: Registrar	Location: Laffin Hall Rm 225	Contact: Lauren Romer or Marilyn Flores	Phone: 420-4023
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Description: 3 students needed to assist with clerical office duties, filing, delivering inter-office envelopes and mailings.

Department: Scholarships (Office of Development)	Location: Ward Hall Rm 200	Contact: Babette Kastens	Phone: 420-2144
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Description: 1 student needed for computer inputting, knowledge of Microsoft Excel & Word, filing, photocopying, scanning, preparation of mailings. Must be reliable!

Department: School of Business	Location: School Bus. Rm 303	Contact: Ken Tax	Phone: 420-2149
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Description: student(s) needed to assist with various duties.

Department: School of Engineering	Location: Lupton Hall Rm 138	Contact: Linda Vitale or Dr. Bahar Zoghi	Phone: 420- 2317
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Description: 2 students needed to assist with various office need.

Department: Security Systems & Law Enforcement Tech	Location: Lupton Hall Rm 101	Contact: Alinda Askew or Dr. M. Nazrul Islam	Phone: 420-2538
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Description: 1 student needed to supervise lab activities during Open Lab Hours. The open hours are designated for students who need extra time outside class hours to complete their lab assignments. The lab included the required tools that the student will use. The Work Study Student will open the lab, monitor the use of facilities, and if possible, help the students with the tools. In addition, the student will assist the Department Chair and/or Secretary when needed. The Work Study Student will report to the Department Chair.

Department: Sports Management	Location: School of Business Rm 104	Contact: Chantal Etrasco	Phone: 420-2786
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Description: 1 student needed per semester

1. Alumni tracking and database upkeep.
2. Internship program assistance – researching & following up on opportunities.
3. Other marketing and PR for SMT department, including social media.
4. Assisting department secretary Chantal Etrasco.
5. Assistance with professor-led class preparation, research.
6. Other needs as they arise.

Department: Technology Computer Center	Location: Lupton Hall Rm 163	Contact: Nancy Seyler or Harry Espaillat	Phone: 420-2044
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Description: Student(s) needed to work in computer rooms in Lupton Hall:

* Depending on hrs. worked – can be opening, closing rooms which involves alarms & locking doors.

*Assisting faculty and students with computer issues.

*Assist faculty with projector/display/printer issues if needed.

*Clean up the rooms, remove garbage.

*Provide coverage for the rooms – make sure students are not causing damage or eating in the rooms assigned to them.

*Call for assistance if any issues arise that they can't handle. Make sure everyone leaves if a fire alarm goes off and lock the doors.

Department: University in the High School	Location: Thompson Hall Rm 127-9	Contact: Steven Lefstein or Ryan Mannix	Phone: 420-2199
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Description: 2-3 students needed: seeking motivated, detail-oriented student with regular availability who can handle the following tasks: tracking received registration forms, review forms for errors & sort into class folders, photocopy & track other registration documents, filing, light data entry (Excel).

Department: University Police	Location: Campus Police	Contact: Coryn Voels	Phone: 420- 2702
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Description: Student(s) needed to assist with various office need.

Department: Urban Horticulture & Design	Location: Thompson Hall Rm 202	Contact: Dr. Garrett Beier or Mark Bannon	Phone: 420-2113
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Description: 2-3 students for FA18, 3-4 for SOP19 – The Dept. of Urban Horticulture & Design offers unique work study opportunities for student who like to work in the fresh air, work with their hands, etc. The Robert F. Ench Teaching Gardens on campus require seasonal maintenance that may include activities such as leaf raking/removal, pruning down of faded plant matter, application of mulch material, general garden maintenance/beautification, and indoor greenhouse work during prohibitive weather, etc. It is anticipated that most work needs will be outdoors during the fall and spring seasons. These positions give students the opportunity to enjoy the season while earning money, appreciating the immediate results of their work, working in a non-stressful atmosphere, and collaborating with friendly Horticulture facility, staff and students.

Department: Veteran Services	Location: Roosevelt Hall Rm 109	Contact: Eric Farina	Phone: 420-6168
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Description: **3 Student Veterans Required** - needed for answering phones, greeting walk-ins, filing papers, sending email scans, making copies, running errands to other depts. & buildings.

Department: Visual Communications	Location: Hale Hall Rm 154	Contact: Yolanda Segarra or Peter Greco or Joyce LoBue	Phone: 420-2181
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Description: 4 students needed for assistance with storage, gallery exhibits, furniture assembly & general office assistance. Occasional heavy lifting.

Department: VP for Development & Alumni Engagement	Location: Horton Hall Rm 120	Contact: Jane Massimino	Phone: 420-2142
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Description: 1 student needed for data research, filing & reorganizing files, office to office deliveries, labeling & mailing, answering telephones.

Department: Writing Center	Location: Greenley Hall	Contact: Christine Sacco-Sanchez	Phone: 420-6134
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Description: Student(s) needed to assist with various duties. Hours looking to fill are M-Th 3-5 and Fri. 9-3.