

2016/17 COLLEGE WORK STUDY

AVAILABILITY BY DEPARTMENT

Department: A.A.I.C.(Academic & Info Center)	Location: Greenley Hall Lower Level	Contact: Denise Letterel	Phone: 420-6157
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Description: Work Reception Desk, greet students, schedule appointments, answer phones, file and assist with projects.

Department: Academic Projects/ Academic Camps Academy	Location: Thompson Hall Rm 224	Contact: Steve Campbell	Phone: 420-2241
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Description: Students must be courteous, answer calls, take messages, filing, mailings, data updating, some business phone outreach, website design knowledge helpful.

Department: Admissions Office	Location: Laffin Hall Rm 211	Contact: Stephanie Williams or Danielle DiMuro	Phone: 420-2457
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Description: Data entry/document processing, Prepare application accept packages, mailings, and giveaways for campus events, Prepare Tour Room for meetings, Some lifting, Stock shelves.

Department: Alumni Relations	Location: Ward Hall Rm 10	Contact: Michelle Johnson or Regina Vasquez	Phone: 420-6218
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Description: Data entry, event assistance, mailing lists, clerical duties

Department: A.S.A.P. (Academic Student Achievement Program)	Location: Laffin Hall Rm 112	Contact: Marianne Simone	Phone: 420-6152
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Description: Office work – phones, copying, possibly mentoring and tutoring.

Department: Athletic Training/ Sports Medicine Facility	Location: Nold Hall	Contact: Jessica Dautner Jessica.dautner@farmingdale.edu	Phone: 420-6281
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Description: 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. 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, 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!

Department: Aviation/Aircraft Maintenance	Location: Aviation Center	Contact: Zhi Hua Shum or Daniel Franco	Phone: 420-6458
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Description: Detailing Aircraft, assisting technicians where needed, inventory, Hangar cleaning/organization.

Department: Biology/Bioscience	Location: Hale Hall Rm 113	Contact: Ana Brewer or Danny Arcieri	Phone: 420-2175
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Description: Filing, office work, errands. Taking messages, helping around the office.

Department: Business Management	Location: School of Business Rm 329	Contact: Nanda Viswanathan	Phone: 420-2105
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Description: Filing, copying, faxing, delivering paperwork.

Department: Business Outreach/ Dev. & Corp. Relations	Location: Ward Hall 2 nd Floor	Contact: Mary Ellen DeCicco or Inesa Puzaita	Phone: 420-2316
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Description: Mailers, research, phones, excel sheets, clerical duties, stuffing envelopes, labels.

Department: Campus Recreation	Location: Roosevelt Hall Rm 116	Contact: Eli Olken-Dann or Shawn Riley	Phone: 420-6249
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Description: "Game Official" officiates Intramural matches and events. Experience preferred, or must know and uphold rules of sport officiating. Remain professional during games. Attend trainings and rules seminars. "Score Keepers" 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.

Department: Career Center	Location: Greenley Hall	Contact: Dolores Ciaccio or Guadalupe Rivera	Phone: 420-2296
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Description: Office coverage is needed on Mondays, Wednesday and a must on Friday's. Answer phones, copying, filing and help with the social media. Help is also needed to assist with the career job/graduate fairs and with preparing for these career job/graduate fair.

Department: Chemistry	Location: Lupton Hall Rm 216	Contact: Winnie Fay	Phone: 420-2221
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Description: Filing, running errands, data entry, general office support.

Department: Childcare	Location: Children's Center	Contact: Stacey Albitz	Phone: 420-2125
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Description: Assist teachers with children, Infant-Pre K. Assist with meal time and snacks, handwashing and outdoor clothing. Supervise children in center time, playground, and gym time. Light cleaning, wash tables, and sanitize toys.

Department: Computer Info Systems	Location: Horton Hall Rm 188	Contact: Toni Fodera	Phone: 420-2529
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Description: WES programming

Department: Institutional Advancement	Location: Horton Hall Rm 115	Contact: Kathryn Greene or Antoinette Fodera	Phone: 420-2500
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Description: Responsibilities include light office work including but not limited to helping with data entry, answering phones, scanning, filing, and running errands.

Department: Institutional Research	Location: Ward Hall Rm 205	Contact: Patricia Lind-Gonzalez or Kathy Beier	Phone: 420-2298
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Description: Make follow-up phone calls to non-responders of 6-month out grad survey conducted 3x per year. Search Linked In for information about employment and education status of graduates. Data entry of responses to graduating seniors survey conducted 2x per year. Scan hard copies of documents and save to shared drive.

Department: Liberal Arts & Sciences	Location: Memorial Hall Rm 100	Contact: Sandra Hahl or Marlene Groner	Phone: 420-2656
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Description: File, answer phones, assist in office.

Department: L.I.E.O.C. (Long Island Educational Opportunity Center)	Location: Hooper Hall Rm 2014	Contact: Tory T. Hare	Phone: 420-2033
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Description: *Visual Comm/Design Skills (Photoshop, InDesign/Quark, MS Word, Excel)

*Photography, Video, Social Media savvy

*Phones, front desk/reception

*Labeling, stuffing & sorting envelopes, making copies

Assisting faculty & staff with small tasks, filing, data entry

Department: MET/IRTT	Location: Lupton Hall Rm T201	Contact: Hazem Tawfik	Phone: 420-2307
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Description: Students are needed to serve as a Work Study at the IRTT to assist with performing maintenance on machines also will assist with cleaning, tidying up and organizing the laboratory as well as participate in setting up research projects.

Department: Nursing	Location: Gleeson Hall Rm 204	Contact: Theresa Aberham or Kathleen Cino	Phone: 420-2229
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Description: Filing, running errands, mailing, shredding, preparing folders for meetings/orientation, collating information.

Department: Physics	Location: Lupton Hall Rm 234	Contact: Jack Simonson or Solmon Ayo	Phone: 420-2155
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Description: Laboratory research in the field of experimental condensed matter physics. Duties to include synthesis of single crystals from solution; measurement of physical, optical, transport and thermodynamic properties; construction and automation of scientific apparatus; presentation of results at scientific conferences.

Department: Professional Communications	Location: Whitman Hall & Knapp Hall	Contact: Jennifer Infante or Dr. Vicki Janik	Phone: 420-2321
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Description: Filing, delivering campus mail to Dean's Office, Provost's Office, or other offices taking phone messages.

Department: Psychology	Location: Knapp Hall Rm 46	Contact: Barbara Sarringer or Marya Howell Carter	Phone: 420-2725
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Description: Clerical duties. Prefer Applied Psychology major.

Department: Scholarships/Business Outreach	Location: Ward Hall Rm 200	Contact: Babette Kastens or Mary Ellen DeCicco	Phone: 420-2144
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Description: Computer inputting, knowledge of Excel Word, filing, copying, scanning, prepare mailings. Must be Reliable!

Department: School of Business	Location: School of Business Bldg. Rm 303	Contact: Kenneth Tax	Phone: 420-2149
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Description: Assist Network Admin. in all needs of the school, and serve as Lab Workers for questions/paper/security.

Department: Science, Technology & Society "S.T.S."	Location: Memorial Hall Rm 115	Contact: Tamara Sooknauth or Reet Kaur	Phone: 420-2220
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Description: Filing, help students with registration problems, run errands to different departments (i.e. take paperwork to Dean's office).

Department: Security Systems & Law Enforcement Technology	Location: Lupton Hall Rm 101	Contact: Dr. M. Nazrul Islam	Phone: 420-2538
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Description: 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 includes 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. The Work Study Student will report to the Department Chair.

Department: STEP/CSTEP	Location: Lupton Hall Rm 144	Contact: Risa Stein or Patricia Cella	Phone: 420-2788
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Description: General office work. Tutoring in STEM fields (not mandatory).

Department: Transfer Services	Location: Laffin Hall Rm 203	Contact: Judi Cestaro or Amy Stier	Phone: 420-2733
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Description: General office help, including phones, email and packing bags for various events.

Department: University in the High School	Location: Thompson Hall Rm 129	Contact: Ryan Mannix or Laura McMullin	Phone: 420-2199
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Description: Sorting and checking documents, creating file folders, filing and organizing documents.

Department: Urban Horticulture and Design	Location: Thompson Hall Rm 203	Contact: Mark Bannon	Phone: 420-2023
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Description: General garden maintenance (i.e. weeding, mulching, etc.) Greenhouse maintenance.

Department: Veterans Affairs	Location: Roosevelt Hall Rm 109	Contact: Eric Farina	Phone: 420-6168
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Description: Answering phones, assisting walk-ins, scanning documents to the Buffalo VA Office, filing VA related paperwork, maintaining physical integrity of the veteran's suite.

Department: Visual Communications	Location: Hale Hall Rm 154	Contact: Yolanda Segarra or Joyce LoBue	Phone: 420-2180
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Description: Assistance with storage and furniture assembly and reorganization. Some office filing and supplies. Heavy lifting.

**COMMUNITY SERVICE
OFF CAMPUS WORK STUDY
2016/2017
By appointment only
Call (631) 420-2578**

ORGANIZATION:

LOCATION:

Arthur Morrison Mentors

Hempstead, NY

Mentors/Tutors

Description: Mentoring and tutoring grades K-12 in Math, Writing and Grant Research,
Mondays and Wednesdays available.

Parent Action Community, Inc.

Various Locations in Suffolk

"PAC 4 Success" Office Help

Description: General office duties, filing, answering phones, making phone calls, data entry,
sorting inventory, assist with workshops, tutoring, games, and other duties as directed by
supervisor.

Upper Room Christian School

Dix Hills, NY

Extra Help/Tutors/Aftercare

Description: Extra help, tutoring, homework help, grades K-12. All subjects including Science,
Math, Horticulture, etc.

Liberty Partnerships Program

Wyandanch, NY

Extra Help/Tutors/Outreach Representative

Description: Extra help & tutoring – All subjects including English, Math, Science, computers &
Foreign Languages. Assist with community service projects. Tues., Wed., Thurs., afternoons
available.

