

SPRING**2018****COLLEGE WORK STUDY****AVAILABILITY
BY
DEPARTMENT**

Department: Academic Camps Academy	Location: Thompson Hall Rm 224	Contact: Steve Campbell	Phone: 420-2241
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Description: Assist with various duties.

Department: Alumni Relations	Location: Ward Hall Rm 10	Contact: Regina Vasques or Michelle Johnson	Phone: 420-6218
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Description: One (1) student needed for data entry, event assistance, mailing lists, and clerical duties.

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: Two (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: Five (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: Biology	Location: Hale Hall Rm 127	Contact: Ana Brewer	Phone: 420-2175
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Description: Assist with various duties.

Department: Biosciences	Location: Hale Hall Rm 124	Contact: Daniel Arcieri or Ebony Nixon	Phone: 420-2141
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Description: Two (2) students needed - Biology Majors to help with glassware cleaning, setting up experiments, making solutions and media, watering plants, culturing organisms. Experience with fish tanks a big plus!!!

Department: Business Management	Location: School of Bus Rm329	Contact: Dr. Nanda Viswanathan or Lynzee Daniel	Phone: 420-2015
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Description: Three (4) students needed for heavy filing, distributing mail, answering phones, entering data, small projects, faxing documents, delivering packages, maintain office supplies, etc.

Department: Business Management	Location: School of Business Rm 211	Contact: Dr. Nanda Viswanathan or Lynzee Daniel	Phone: 794- 6131
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Description: One (1) student needed

- Data Collection: Collect assessment data from four section of BUS 202.
- Data Organization: Create excel spreadsheets which contain assessment results by course section for each student.
- Data Results: Ensure data can be used by Assurances of Learning Committee to determine assessment outcomes.
- Assurances of Learning Committee will meet with work-study student regularly to provide guidance and direction.

Department: Campus Recreation	Location: Roosevelt Hall – Islander Off.	Contact: Jason Gant	Phone: 794- 6249
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Description:

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 fields 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 responsibility is to ensure safety and sanitation in the weight room. Flab Factory Supervisors are required to do 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.
- Other duties as assigned

Department: Computer Systems Building & Room	Location: Whitman Hall Rm 110	Contact: Kathy Kollar	Phone: 420-2151
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Description: Looking for BCS students to assist with various duties.

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

Department: Horticulture	Location: Gardens & Greenhouse	Contact: Mark Bannon or Matthew Stanco	Phone: 420-2023
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Description: 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: Two (2) students needed to assist with copying, filing, and basic data entry.

Department: Information Technology	Location: Whitman Hall Rm 117	Contact: Diane Steinhauer	Phone: 420-2358
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Description: 2 – 3 students needed to open lab assistant (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 Advancement	Location: Horton Hall Rm 115	Contact: Toni Fodera or Kathy Greene	Phone: 420-2400
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Description: Two (2) students needed for data entry of the calendar.

Department: Institutional Research	Location: Ward Hall Rm 208	Contact: Patricia Lind-Gonzales	Phone: 420-2298
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Description: One (1) student needed to assist with the administration of surveys at the senior grad fair; data entry of survey responses into an Access database; make phone calls to survey non-responders and search Linked In for information about our graduates.

Department: International Education & Programs	Location: Laffin Hall Rm 320A	Contact: Samantha Somma or Donna Onorato	Phone: 420-2479
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Description: Assist with various duties.

Department: LIEOC	Location: Hooper Hall Rm 204	Contact: Tory Hare or Derick Bennett	Phone: 420-2033
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Description: Five (5) students needed with skills in the following areas:

One (1) student with Administrative skills (Director's Office), Microsoft Office Suite, Telephones, etc.

Two (3) students with Administrative skills, Microsoft Office Suite, Telephones, etc.

One (1) student with Graphic Design skills, InDesign/Quark, Photoshop, Social Media, etc.

Department: Nursing	Location: Gleeson Hall Rm 204	Contact: Kathleen Cino	Phone: 420-2229
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Description: Two (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: Physical Plant	Location: Service 124	Contact: Erika Wachter or James Ramos	Phone: 420-2017
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Description: One (1) student needed for assisting with filing project records, organizing file room, recording drawings on our share drive, taking filed measurements as needed, scanning project drawings and other project files onto share drive.

Department: Physics	Location: Lupton Hall Rm 234	Contact: Jack Simonson or Solomon Ayo	Phone: 420-2155
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Description: Five (5) students needed - Physics and materials research including synthesis and characterization of novel materials with energy applications in single crystal form. Additional projects available in construction, automation, and control of laboratory instrumentation as well as general laboratory tasks. Great resume builder for students interested in pursuing science and engineering careers. Enthusiasm for science required.

Department: Psychology	Location: Knapp Hall Rm 46	Contact: Barbara Sarringer	Phone: 420-2725
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Description: office work, filing, copying, phones, mail delivery.

Department: RAM	Location: Greenley Hall, LL	Contact: Justine Beringer	Phone: 420-6403
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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: 420-6506
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Description: Three (3) students needed to assist with clerical office duties, filing, delivering inter-office envelopes and mailings.

Department: Residence Life	Location: Sinclair Hall	Contact: LaShonda Boggan or Angela Jasur	Phone: 420-2010
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Description: 30 – 40 students needed

Desk Managers – for the residence halls, verifying if student is a guest or resident student by requesting ID's or sending guest to the appropriate building to sign into the residence halls. As well as informing student/guest of the visitation policy when necessary and notify University Police when necessary.

Office Assistants – basic clerical work, answer phones, filing, copying, hanging flyers, etc.

Department: Security Systems & Law Enforcement Tech	Location: Lupton Hall Rm 101	Contact: Dr. M. Nazrul Islam	Phone: 420-2538
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Description: One (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: One (1) student needed.

1. Alumni tracking and database upkeep.
2. Internship program assistance – researching and following up on opportunities; promoting the FSC SMT program to organizations.
3. Other marketing and PR for SMT department, including social media.
4. Assisting office manager Chantal Etrasco as needed.
5. Assistance with professor-led class preparation, research student-led project – to be agreed by Prof. Singh (could be related to internships or other marketing/PR effort)
6. Other needs as they arise.

Department: Technology Computer Center	Location: Lupton Hall Rm 163	Contact: Nancy Seyler or Harry Espallat	Phone: 420-2044
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Description: Two (2) students needed to assist Faculty and students in the computer rooms using the available technology. Watching the computer rooms (enforcing no eating/drinking, removing garbage, cleaning graffiti from tables, adding paper to printers, etc.). Opening and closing rooms as needed.

Department: Urban Horticulture Office	Location: Thompson Hall Rm 202	Contact: Vanda Bordies or Fred Lingner	Phone: 420-2113
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Description: 2 – 3 reliable/dependable, punctual, mature, students needed to monitor students in the Horticulture Computer Lab. Friendly interaction/rapport with students, on campus errands, able to complete tasks without much supervision.

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

**COMMUNITY SERVICE
OFF CAMPUS WORK STUDY
2017/2018
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.

Parent Action Community, Inc.

Amityville, NY

"PAC 4 Success" Office Help

Description: General office duties, filing, answering phones, making phone calls, data entry, sorting inventory, assist with workshops, tutoring & games. Bilingual students encouraged to apply.

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.