

SUMMER 2015 WORK-STUDY

AVAILABILITY BY DEPARTMENT

DEPT:	LOCATION:	CONTACT:	PHONE:
<u>Academic Camps Academy</u>	Thompson Hall Rm 224	Steve Campbell or Holly Gordon	420-2241 420-2337
Description: Clerical, phones, printing, mailings, help with 3D printer camp. Assist camp students (will need background check if working with minors.)			
<u>Accounts Payable</u>	Whitman Hall Rm 271	RoseAnn Byron	420-2494
Description: Data entry, filing, copying, general office work.			
<u>Alumni Relations</u>	Ward Hall	Regina Vazquez or Michelle Johnson	794-6218 420-2369
Description: Data Entry, Office administrative functions, Event planning assistance.			
<u>Athletic Training/Sports Medicine Facility</u>	Nold Hall	Jessica Dautner	794-6281
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 med experience preferred. Great resume builder for medical field career. *See handout for more details.			
<u>Aviation (Flight Center)</u>	Flight Center Aircraft Maintenance	Zhi Hua Shum or Daniel Franco	420-2525
Description: Clean and detail SUNY aircraft.			
<u>Biology</u>	Hale Hall Rm 113	Anna Brewer or Stuart Cheskes	420-2175
Description: Filing, running errands, helping around main office.			
<u>Business Outreach</u>	Ward Hall 2nd floor	Mary Ellen DeCicco or Bridget Cremmins	420-2316 420-2144
Description: Phones, typing, research, excel sheets, mailings. Will be speaking with corporate partners. All around assistant.			

<u>Institutional Advancement</u>	Horton Hall Rm 115	Toni Fodera	420-2400
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<u>Institutional Research</u>	Ward Hall	Patricia Lind-Gonzalez	420-2298
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Description: General clerical office work, make follow up phone calls, search Linked In for employment of graduates, dataentry, update graphs and spreadsheets, scanning.

<u>Liberal Arts</u>	Memorial Hall Rm 100	Sandra Hahl or Marlene Groner	420-2656
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Description: Phones, filing, assist with office.

<u>Library (Periodicals)</u>	Greenley Hall Rm 217	Azadeh Mirzadeh or Joanne Cicerello	420-2402 420-2193
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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.

<u>Library (Tech Services)</u>	Greenley Hall Rm 120	Karen Gelles	420-2420
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Description: Assorted tasks which may include, but are not limited to: processing new books, shelving, book stacks maintenance, room monitoring, catalog searching, and special projects as assigned.

<u>Physics</u>	Lupton Hall Rm 234	Jack Simonson or Solomon Ayo	420-2155
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Description: Python scripting to control scientific instrumentation, Materials synthesis of bulk crystals, and Characterization of materials for energy applications.

<u>Residence Life</u>	Sinclair Hall	Justina Geremia or or LaShonda Bogan	420-2010
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<u>Scholarships</u>	Ward Hall Rm 200	BridgetCremmins or Mary Ellen DeCicco	420-2144
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Description: Filing, copying, general office work.

<u>STEP/CSTEP</u>	Lupton Hall Rm144	Risa Stein	420-2788
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Description: File paperwork, track office supplies, keep track of book library, answer phones, run errands on campus, other clerical duties as needed by supervisor.

Veterans Affairs

Roosevelt Hall
Room 109

Eric Farina

420-6168

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.