



2017-2018
STUDENT ASSISTANT POSITIONS
(Temporary Service)

Student Assistant is an on-campus employment program for students. Any registered student is eligible if they are enrolled at least half-time (6 credits) and is in a matriculated status for the semester in which a student plans to work.

Student Assistant hiring decisions are made solely at the discretion of the hiring department. Not every department on campus has funds to hire students. Below is a list of departments that usually have a limited number of Student Assistant jobs available for students.

1. Anthropology – Wooster Hall 119 – Contact Susan Buckbee at buckbees@newpaltz.edu
2. Asian Studies – JFT 516 – See Margaret Betaudier – Must be fluent in Excel and Word and have 3.0 GPA
3. Athletics Operations – AWC – See Matt Giufre
4. Benjamin Center for Public Policy Initiatives (formerly known as CRREO) – HAB 704
5. Biology – Tutors/Teaching Assistants – CSB 106 – See Tom Nolen, Jeff Reinking, or Tressa Coulter
6. Center for Student Success – OMB B106 – See Laurie Orr
7. Digital Media & Journalism – CSB 51 – See Deanna L. or Joseph Vlachos – Dig Med Production students only
8. Disability Resource Center – SUB 210 – Proctors
9. Economics – JFT 814 – Research Assistant – See Edith Kuiper
10. Escort Service – SB 105 – See Lt. John Ritayik
11. English as a Second Language – VH 201 – See Connie Perdreau or email esl@newpaltz.edu
12. Fine & Performing Arts – CT 118 – Includes Art, Art History, Music, Theatre, and the Box Office
13. Food Service – HDH FS3
14. Geography – SFB 102 – Must be a Geography Major – See John Sharp
15. Geology – NSH 113 – Lab Assistants – Must be a Geology Major – See Kiera Poindexter
16. Instructional Media Services (IMS) – LC 2 – See Emily Trapp or Michael McInerney
17. IT Help Desk – HUM 103- Office Assistants & Techs – Email resume to Daniel Timperio at dant@newpaltz.edu
18. Library – STL
19. Math – FOB E6 – Students need Calc I and II with a B or better Math GPA – See Amy Van Pelt
20. Office of Academic Advising – WH 106 – email Jennifer Freer at freerj@newpaltz.edu
21. Office of Campus Sustainability – SB8 – Contact Lisa Mitten at mittenl@newpaltz.edu for job description
22. Office of Communication & Marketing – HAB 411– Submit resume and cover letter
23. Office of Development and Alumni Relations/Commencement Office – HAB 505 – Contact Lisa at sandickl@newpaltz.edu. Strong communication/organization skills and experience with planning institutional events (i.e. commencement ceremonies)
24. Planetarium - CSB 123 – See Raj Pandya. Must be an Astronomy major
25. School of Business – VH 312 – See Toni Rizzo
26. Student Association – Secretary/Public Relations Positions
27. Teaching & Learning Center – CH-H 113B – See Kathryn Bohan
28. University Police – SB 100 – Contact Donna Provenzano at x3802
29. Wellness & Recreation – AWC – See Christina Cordier or Gary Gall

Other positions may become available from time to time with departments that are not listed.

Students are always welcome to inquire with any department on campus as to the availability of Student Assistant positions.

The best time to seek a Student Assistant position is during the first week of each semester. There are many more students looking for jobs than there are jobs available, therefore it is important to start your job search early. Although there is some degree of turnover during the semester, most positions are filled within the first few weeks of the semester.