

STUDENT ASSISTANT

(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. Academic Advising – WSB 03D – See Betsy Lopolla
2. Academic Computing – LC 120B – See Becky Adae – Freshman, sophomores, juniors who have previously worked on campus as a lab proctor
3. Anthropology – WSB 124 – See Susan Buckbee
4. Asian Studies – JFT 916 – See Donna Siebert – Must be fluent in Excel and Word and have 3.0 GPA
5. Athletics – Elting Gym – See Matt Giufre
6. Bookstore – SUB Basement – Hire in May and December
7. Center for Academic Development and Learning – SCB 130 – Must be a qualified tutor
8. Dean’s Office-Education – SCB 107 – Must be able to use Microsoft Office Suite including Excel
9. Disability Resource Center – SUB 205 – Proctors
10. Economics – JFT 814 – Research Assistant – See Simin Mozayeni
11. Escort Service – SB 105 – See officer Johnny Coxum
12. English as a Second Language – VH Annex 250 – See Doris Butterfield
13. Fine & Performing Arts – CT 118 – See Lee Schiavone – Various positions
14. Food Service (CAS) – HDH FS3
15. Geography – HAM 1 – Must be a Geography Major – See Linda Greenow
16. Geology – WSB 202 – Lab Assistants – Must be a Geology Major – See Mary Panchyshyn
17. Instructional Media Services (IMS) – LC 2 – See Diane Strauss
18. Language Immersion Institute – email speak@newpaltz.edu or call 257-3500
19. Library – STL – See Darlene Alessi
20. Math – FOB E7 – Students need Calc I and II with a B or better Math GPA – See Melissa Cass
21. Facilities Operations – FOC See Sue Boyer
22. Payroll – HAB 301 – See Dorothy Parant
23. Regional Education – GRM 1 – See Helise Winters – Student should be able to work until 6:30pm on Thursdays
24. Scholars Mentorship Program – FOB W6 – See Manisha Ford-Thomas
25. School of Business – VH 312 – See Toni Rizzo
26. Secondary Education – SFB 101 – See Devon Duhaney
27. Student Activities – SUB – See Brendan O’Brien
28. Student Help Desk – HUM 103 – Steve Rant
29. Teaching & Learning Center – CH-H 113B – See Linda Smith
30. Student Association – email president@newpaltzsa.com or goldstel@newpaltz.edu

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.