2020-2021
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. Benjamin Center for Public Policy Initiatives (formerly known as CRREO) – HAB 704
2. Biology – Lab and/or Office Assistants – Email Jennifer Turner Waldo at waldoj@newpaltz.edu
3. Digital Media & Journalism – CSB 51 – Joseph Vlachos – Dig Med Production students only
4. Fine & Performing Arts – Email fpa@newpaltz.edu – Includes Art, Music, Theatre, Visual Resources Library and the Box Office
5. Food Service – HDH FS3
7. Instructional Media Services (IMS) – LC 2 – See Emily Trapp or Michael McInerney. Apply online: newpaltz.edu/imsjobs
8. IT Help Desk – HUM 103- Office Assistants & Techs – Email resume to Daniel Timperio at dant@newpaltz.edu
9. Library – STL
10. Office of Campus Sustainability – Service Building 205 – Hiring early August for late August start date.
   Visit the website for more information: https://newpaltz.edu/sustainability/find-your-path/for-students/become-a-sustainability-ambassador/
11. Office of Communication & Marketing – HAB 411– Submit resume and cover letter
12. Planetarium - CSB 123 – See Raj Pandya. Must be an Astronomy major
13. Student Association – Secretary/Public Relations Positions
14. University Police – Campus Safety Walking Escort – Contact Lt. Gregory Thompson X3661 or email thompsog@newpaltz.edu. No vehicle transports/comfortable shoes/sneakers required

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 prior to or 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.