2021-2022
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. **Academic Computing**  Computer Lab Proctor – Contact Rebecca Adae at adaer@newpaltz.edu
2. **Athletic Wellness Center**  Intramural Official/Scorekeeper – preferred knowledge of a variety of sports
   Lifeguard – Current American Red Cross Lifeguarding certification required – Contact Kevin Makarewicz at makarewk@newpaltz.edu
3. **Benjamin Center for Public Policy Initiatives**  (formerly known as CRREO)  HAB 704
4. **Biology**  Lab and/or Office Assistants – Contact Jennifer Turner Waldo at waldoj@newpaltz.edu
5. **Center for Student Success**  Program Assistant – Customer service, greet visitors, answer phones. Email resume to css@newpaltz.edu
6. **Communication Disorders**  Office Assistant – CMD major preferred. Contact Maureen Hopkins at hopkinsm@newpaltz.edu
7. **Digital Media & Journalism**  CSB 51 – Joseph Vlachos – Dig Med Production students only
8. **Fine & Performing Arts**  Email fpa@newpaltz.edu – Includes Art, Music, Theatre Arts, Samuel Dorsky Museum of Art, Visual Resources Library and the Box Office
9. **Food Service**  Campus Dining Locations – Visit [http://newpaltzdining.com](http://newpaltzdining.com) to fill out Student Employee Interest Form
10. **Geography**  Lab Assistant – Must be a Geography or Environmental Studies Major – Contact Lawrence McGlinn at mcglinnl@newpaltz.edu
11. **Information Technology**  Media Services, Service Desk, Lab Proctors, Faculty/Staff Support, CS Projects Assistant
    View job descriptions and apply online at: [https://newpaltz.edu/itjobs](https://newpaltz.edu/itjobs)
12. **Library**  Visit website for more information: [https://library.newpaltz.edu/jobs/student.html](https://library.newpaltz.edu/jobs/student.html)
13. **Office of Academic Advising**  Office Assistant – Email resume to advising@newpaltz.edu Customer service skills, answer phones, need lunchtime coverage
14. **Office of Campus Sustainability**  Visit website for the latest information:
    [https://newpaltz.edu/sustainability/find-your-path/for-students/become-a-sustainability-ambassador/](https://newpaltz.edu/sustainability/find-your-path/for-students/become-a-sustainability-ambassador/)
15. **Office of Communication & Marketing**  HAB 411– Submit resume and cover letter
16. **Planetarium**  CSB 123 – See Raj Pandya. Must be an Astronomy major
17. **School of Business**  Student Assistant – Contact Kristin Backhaus at backhauk@newpaltz.edu
18. **University Police**  Campus Safety Walking Escort – Contact Lt. Gregory Thompson X3661 or email thompsog@newpaltz.edu. No vehicle transports. Comfortable shoes/sneakers required
    Campus Parking Ticket Writer – Contact Lt. John Ritayik X3657 or email ritayikj@newpaltz.edu. Comfortable shoes/sneaker required, business casual attire. Job position involves a lot of walking.

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.

Updated 9/14/21