2022-2023
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 – Contact Tressa Coulter at coultert@newpaltz.edu
3. **Center for Student Success**  Program Assistant, Tutors – Work with students at the CSS as a program assistant at our front desk greeting visitors, checking in students and providing information or as a tutor working directly with students on specific subject areas. Please see the CSS website's hiring page at [https://www.newpaltz.edu/studentsuccess/join-our-team/](https://www.newpaltz.edu/studentsuccess/join-our-team/) for a list of open tutor and program assistant positions
4. **Communication Disorders**  Office Assistant – CMD major preferred. Contact Allison Frascati at frascatal@newpaltz.edu
5. **Digital Media & Journalism**  CSB 51 – Joseph Vlachos – Dig Med Production students only
6. **Digital Scholarship Center**  Student Assistant – Service desk, customer service, data analysis, student and faculty support, computer lab assistant. Send resume to Jennifer Rutner at rutnerj@newpaltz.edu
7. **Fine & Performing Arts**  Email fpa@newpaltz.edu – Includes Art, Music, Theatre Arts, Samuel Dorsky Museum of Art, and the Box Office
8. **Food Service**  Campus Dining Locations – Visit [http://newpaltzdining.com](http://newpaltzdining.com) to fill out Student Employee Interest Form
9. **Geography**  Lab Assistant – Must be a Geography or Environmental Studies Major – Contact Lawrence McGlinn at mcglinnl@newpaltz.edu
10. **Information Technology**  Media Services, Service Desk, Faculty/Staff Support, CS Projects Assistant View job descriptions and apply online at: [https://newpaltz.edu/itjobs](https://newpaltz.edu/itjobs)
11. **Library**  Visit website for more information: [https://library.newpaltz.edu/jobs/student.html](https://library.newpaltz.edu/jobs/student.html)
12. **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/)
13. **Office of Communication & Marketing**  HAB 411 – Submit resume and cover letter
14. **Planetarium**  CSB 123 – See Raj Pandya or email at pandyarat@newpaltz.edu. Must be an Astronomy major, Pre-Requisite: PHY 342 (Planetarium Operation)
15. **University Police**  Campus Safety Walk Service – Contact Lt. Gregory Thompson X3661 or email thompsoj@newpaltz.edu. No vehicle transports. Comfortable shoes/sneakers required
   - Campus Safety Daytime Walk Service - For the fall semester hours are 1:30PM to 6:30PM Mon, Tues, Thurs and Fri only. *Please specify that you are interested in the daytime position.
   - 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 9/13/22