2019-2020
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. Athletics Operations – AWC – See Matt Giufre or Rob Bruley
4 Athletic Communications Office – Graphic Design position. Must be fluent in Adobe Photoshop and/or InDesign. email Monica D’Ippolito at dippolim@newpaltz.edu
5 Benjamin Center for Public Policy Initiatives (formerly known as CRREO) – HAB 704
6 Biology – Tutors/Teaching Assistants – CSB 106 – See Tom Nolen, Jeff Reinking, or Tressa Coulter
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 Fine & Performing Arts – CT 118 – Includes Art, Music, Theatre, Visual Resources Library (see Susan Smutny) and the Box Office
10 Food Service – HDH FS3
11 Geography – SH 132 – Must be a Geography Major – See Huicheng Chien
12 Instructional Media Services (IMS) – LC 2 – See Emily Trapp or Michael McInerney. Apply online: newpaltz.edu/imsjobs
13 IT Help Desk – HUM 103- Office Assistants & Techs – Email resume to Daniel Timperio at dant@newpaltz.edu
14 Library – STL
15 Office of Campus Sustainability – SB8 – This office hires every April/May for the Fall. Email sustainability@newpaltz.edu to receive job announcement. Environmental/Sustainability academic or student organization experience welcome
16 Office of Communication & Marketing – HAB 411– Submit resume and cover letter
17 Planetarium - CSB 123 – See Raj Pandya. Must be an Astronomy major
18 School of Business – VH 312 – See Maritza Lewis
19 Student Association – Secretary/Public Relations Positions
20 University Police - Student Ticket Writer – SB 100 – Contact Donna Provenzano at x3802 or Lt. Johnny Coxum at coxumj@newpaltz.edu
   - Campus Escort Service – Contact Lt. Gregory Thompson X3661 or email thompso@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 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.