Peer Advisor – Career Services (Federal Work Study)

The Peer Advisor, Federal Work Study position involves the following responsibilities:

- Counsel individual and group student appointments with undergraduates on resume and cover letter writing, job/internship search strategies, LinkedIn branding, and accessing career resources
- Provide career advising sessions to groups/classes in the areas of resume/cover letter, personal branding, internships/job search
- Inform students how to navigate and utilize resources including Optimal Resume, Focus 2, Interview Stream, CareerShift, and Vault
- Provide feedback to supervisor in regards to student needs and requests for services/programs/workshops
- Complete peer advisor training on counseling practices, resume and cover letter writing tutoring, and office resources
- Coordinate student appointments on Handshake software
- Provide victors their first point of contact with Career Services and enhance their awareness of available resources and services
- Complete career counselor training; attend weekly meeting with supervisor
- Complete other projects and administrative duties and assigned

Qualifications:

Knowledge of Microsoft Office. Good computer skills, excellent oral/written communication and people skills. Students who are creative, take initiative, ability to work independently and as a team, and who are dependable are preferred. Familiarity with Career Services and the Lougheed Center for Applied Learning programs and services is preferred.

Must be eligible for Federal Work Study and provide the Yellow Card if hired. To be sure you are eligible, please contact the Financial Aid Office at 267-2162.

ALLOWED SCHOOL YEARS
Junior, Senior

ALLOWED MAJORS
All majors allowed

EXPIRES
September 07, 2018

CONTACTS
Karen Kus kusk@potsdam.edu

JOB FUNCTIONS
Education / Teaching / Training
Student Worker - Provost Office (Federal Work Study)

Clerical work, including running errands, mail, answering phones, etc.

QUALIFICATIONS

MINIMUM CUMULATIVE GPA
2.5

ALLOWED SCHOOL YEARS
Freshman, Sophomore, Junior, Senior, Graduating May 2021 - May 2022

ALLOWED MAJORS
All majors allowed

Must be eligible for Federal Work Study and provide the Yellow Card if hired. To be sure you are eligible, please contact the Financial Aid Office at 267-2162.

EXPIRES
September 11, 2018

CONTACTS
Ada Law lawam@potsdam.edu
Student Worker – Graduate Studies Office (Federal Work Study)

Answer phones, get mail, filing, greet walk in customers and miscellaneous projects.

QUALIFICATIONS

MINIMUM CUMULATIVE GPA
2.0

ALLOWED SCHOOL YEARS
Freshman, Sophomore

ALLOWED MAJORS
All majors allowed

Must be eligible for Federal Work Study and provide the Yellow Card if hired. To be sure you are eligible, please contact the Financial Aid Office at 267-2162.

EXPIRES
September 14, 2018

CONTACTS
Kathy Sherwood sherwoka@potsdam.edu or gradcon@potsdam.edu
Buzz Phonathon callers work for the office of Annual Giving and Admissions. Callers contact alumni, parents and friends of the College to update contact information, let constituents know what's happening on campus, and ask for a gift to the Annual Fund. For Admissions, callers reach out to prospective students to talk about their interest level in attending SUNY Potsdam, answer questions they may have about the admissions process, and update records.

Calling takes place during the evenings 6 pm to 9 pm Sunday -Thursday, and an additional shift 1-4 pm on Sunday. Callers are not assigned to ever shift.

Callers should have good communication skills, speak clearly, have a lot of patience, and be serious about the position.

QUALIFICATIONS

ALLOWED SCHOOL YEARS
Freshman, Sophomore, Junior, Senior, Masters

ALLOWED MAJORS
All majors allowed

EXPIRES
September 14, 2018 at 10:00am

CONTACTS
Ellen Nesbitt nesbitem@potsdam.edu

JOB FUNCTIONS
Fundraising & Event Management, Sales, Other
Student Worker - Graduate Studies and Continuing Education (Federal Work Study)

Clerical Office Worker

QUALIFICATIONS

MINIMUM CUMULATIVE GPA
2.5

ALLOWED SCHOOL YEARS
Freshman, Sophomore, Graduating May 2021 - May 2023

ALLOWED MAJORS
All majors allowed
Must be eligible for Federal Work Study and provide the Yellow Card if hired. To be sure you are eligible, please contact the Financial Aid Office at 267-2162.

EXPIRES
September 14, 2018 at 10:30am

CONTACTS
Richelle Bonner-Murray bonnrll@potsdam.edu
Media Design Assistant - Center for Creative Instruction (Federal Work Study)

Job Description:
Videography: As needed, record campus events that can’t be recorded by the Media Design Consultant.
Video Research: Assist the Media Design Consultant with searching for quality videos (on technology and pedagogy) that can be posted to the CCI website (to be used by faculty and staff).
Transcription: Review and correct closed captioning in faculty/staff created videos.
Narration: From a prepared script, record voice narration for faculty/staff created videos.
Document Creation: As needed, help CCI staff with the creation of flyers, forms, brochures, etc.
Reception: Greet and direct CCI visitors to appropriate staff offices.
Loan Program: Sign Out/In equipment loan program items.
Board Meeting: Participate in CCI Board meetings as a student representative.
Board Minutes: Take board meeting minutes and create a finished report.
Projects: Other office projects as assigned.

Qualifications:
Required Qualifications:
Excellent communication and interpersonal skills.
Public speaking, voice acting, theater or voice performance experience.
Strong computer, technology, and organization skills.
Typing speed of at least 40 wpm (used in closed captioning and taking meeting minutes).
Proficiency using Word (or other software like Publisher) to create flyers, brochures; etc.
Preferred Qualifications:
Proficiency using video/audio equipment and software to create videos.

ALLOWED SCHOOL YEARS
Freshman, Sophomore, Junior, Senior, Graduating May 2019 - May 2023

ALLOWED MAJORS
All majors allowed

Must be eligible for Federal Work Study and provide the Yellow Card if hired. To be sure you are eligible, please contact the Financial Aid Office at 267-2162.

EXPIRES
October 01, 2018 at 9:00am

CONTACTS
Alex Gomez, gomezat@potsdam.edu

JOB FUNCTIONS
Advertising, Media & PR, Customer/Technical Support, Design / Art, Information Technology, Writing / Editing
Paid Internship: LoKo Arts Festival

The LoKo Arts Festival is a 10-day celebration of the arts at SUNY Potsdam. LoKo features dance and theater performances, gallery shows, hands-on workshops, master classes and more. Each year, visiting artists come to Potsdam to perform, exhibit and collaborate with students. During LoKo the campus community experiences traditional and contemporary art presented by visiting artists and SUNY Potsdam students. The LoKo Arts Festival was founded in 2012 thanks to the spirit and generosity of the festival's benefactors Kathy (Kofoed) Lougheed '54 and her husband Don Lougheed (Hon. '54). All events are free and open to the campus and community.

Ideally, the LoKo intern brings fresh ideas and skills to the planning and implementation of the Festival. The intern will work on a variety of tasks including: maintaining the Festival schedule online, provide content for social media, meet with student groups and help arrange student performances during Festival, advise on LoKo marketing material and branding, and help with various administrative tasks.

MINIMUM CUMULATIVE GPA
2.5

ALLOWED SCHOOL YEARS
Sophomore, Junior, Senior

ALLOWED MAJORS
All majors allowed

EXPIRATION DATE
2018 Sep 13th 08:00 pm

CONTACTS
Kathryn Deuel  deuelkj@potsdam.edu
Unpaid Internship: Producing a Lab Safety Video
(Biology Department)

The Biology Department has 25-40 students per semester who work as course TAs, Interns, FWS workers, and participate in faculty research. For safety and informational purposes, those students undergo a training session each semester. This training informs them of safety procedures, job responsibilities, and department shared equipment protocols. Currently, we use a PowerPoint presentation to help present this information. An engaging video that students could watch prior to, during, and/or after training would make the whole process more interesting for everyone involved and allow us more time for questions and touring the facilities. It would also allow students to refer back to the information presented after the training is complete.

The successful intern would produce an approximately 10-15 minute video encapsulating all of the information provided in the PowerPoint presentation. The video would potentially include a combination of live people, animations, graphics, embedded video- the student would have a fair amount of autonomy in developing the final product, and would work with the Biology Lab preparator to ensure appropriate content and quality. The student should be familiar and practiced in the audio-visual platforms needed to complete the project.

EXPIRATION DATE
2018 Dec 17th 08:00 am

CONTACTS
Rachel Wallace wallacrm@potsdam.edu

JOB FUNCTIONS
Design / Art, Information Technology, Operations / Production

ALLOWED SCHOOL YEARS
Freshman, Sophomore, Junior, Senior, Graduating December 2018 - May 2023

ALLOWED MAJORS
All majors allowed
Office Assistant in Mathematics Department (Federal Work Study)

The Math Department is seeking an eligible Federal Work Study student as an Office Assistant. Duties include answering phones, mail, filing, typing documents, copying, etc.

ALLOWED SCHOOL YEARS
Freshman, Sophomore, Junior, Senior, Graduating December 2019 - May 2021

ALLOWED MAJORS
All majors allowed

Must be eligible for Federal Work Study and provide the Yellow Card if hired. To be sure you are eligible, please contact the Financial Aid Office at 267-2162.

EXPIRATION DATE
2019 May 17th 12:00 pm

CONTACTS
Helen Bush bushhd@potsdam.edu
Federal Work Study Position (Biology Department)

The Biology Department has positions available to employ Federal Work Study eligible students. Duties may, depending on student experience and interest, include:

Generally assisting the lab preparator (clearing up after labs, washing dishes, caring for animals used in course laboratories (fruit flies and crayfish), preparing materials for lab exercises, testing equipment, organizing department collections),

Assisting with WISER center duties (caring for tower gardens, watering plants, sweeping out greenhouses, harvesting greens),

Assisting the administrative assistant (filing, running errands, arranging refreshments for seminars),

Possibly assisting with care of display animals (turtles, snakes, lizards, marine tanks, etc.- this is contingent on need and student interest).

Interested and FWS eligible students should contact Rachel Wallace (wallacrm@potsdam.edu) or Marta Whalen (whalenmm@potsdam.edu).

EXPIRATION DATE
2018 Oct 1st 09:00 am

CONTACTS
Rachel Wallace wallacrm@potsdam.edu or Marta Whalen whalenmm@potsdam.edu

JOB FUNCTIONS
Lab Work/Science

ALLOWED SCHOOL YEARS
Freshman, Sophomore, Junior, Senior, Graduating May 2019 - May 2022

ALLOWED MAJORS
All majors allowed
Student Office Assistant for Research and Sponsored Programs (Federal Work Study)

Duties include: photocopying proposals, employment application packets, accounts payable paperwork and other documents as requested by staff; shredding of outdated and other confidential documents; on-campus errands for delivery of important documents, some computer input, simple mathematical calculations and other duties as requested.

Qualifications

Allowed School Years

Freshman, Sophomore, Junior

Allowed Majors

All majors allowed

Expiration Date

2018 Sep 6th 11:55 pm

Contacts

Kate Caster casterke@potsdam.edu

Job Functions

Accounting