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. Go to the following URL and download the Federal Work Study/Student Assistant Application. [https://www.potsdam.edu/offices/hr/student](https://www.potsdam.edu/offices/hr/student)

**ALLOWED SCHOOL YEARS**
Junior, Senior

**ALLOWED MAJORS**
All majors allowed

**EXPIRES**
September 07, 2018

**CONTACTS**
Karen Kus [kusk@potsdam.edu](mailto: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. Go to the following URL and download the Federal Work Study/Student Assistant Application. https://www.potsdam.edu/offices/hr/student

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. Go to the following URL and download the Federal Work Study/Student Assistant Application. https://www.potsdam.edu/offices/hr/student

EXPIRES
September 14, 2018

CONTACTS
Kathy Sherwood sherwoka@potsdam.edu or gradcon@potsdam.edu
Buzz Phonathon Caller - College Advancement

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@syr.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. Go to the following URL and download the Federal Work Study/Student Assistant Application. https://www.potsdam.edu/offices/hr/student

EXPIRES
September 14, 2018 at 10:30am

CONTACTS
Richelle Bonner-Murray bonnerrl@syr.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. Go to the following URL and download the Federal Work Study/Student Assistant Application.** [https://www.potsdam.edu/offices/hr/student](https://www.potsdam.edu/offices/hr/student)

**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