

**AVAILABLE
WORK / STUDY POSITIONS
FALL 2011 / SPRING 2012**

DEPT.	POSITION & JOB DESCRIPTION	LOCATION	HOURS	AVAIL.	CONTACT PERSON	SPECIAL REQUIREMENT
Admissions Telephone: 861-5529	Student Assistant <ul style="list-style-type: none"> • File various documents in appropriate cabinets • Copy forms as directed • Perform basic office duties – mailing, campus errands 	Enrollment Center Admissions Office	To be arranged with supervisor	Filled	Addy Lugo	Must be able to file alphabetically Must be detail oriented Academic standing Able to stand/walk for prolonged periods of time Dependability Confidentiality
Fine Art Telephone: 861-5484	Art Gallery & Studio Assistant <ul style="list-style-type: none"> • Art handling responsibilities include packing, installing, lighting, creating signage, and photographing artwork & installations in Communications Hall Gallery and other NCC venues • Art Department tools and supplies inventory and organization • Organization & maintenance of art studios (CMUN 109,110,112) and storage room • Hours variable 	Communication Hall Rm. 108B (Prof. Wall)	To be arranged with supervisor	Open	Bruce Wall	Fine Art or Communication Design major preferred or general education student with hand tool and photography skills.
Art Telephone: 861-5062	Computer Lab Monitor <ul style="list-style-type: none"> • Monitor Apple Computer Lab(s) in Communication Hall. • Check student ID's and sign-in for all labs • Report any hardware/software problems to HelpDesk • May be asked to work on weekends, or evenings 	Communication Hall Rm. 121	To be arranged with supervisor	filled	Tom Shillea	Communication Design or Fine Art major preferred or student with solid computer knowledge is eligible...either on an Apple or PC computer.
Athletics Telephone: 332-6559	Groundskeeper/Light Maintenance <ul style="list-style-type: none"> • Preparing athletic fields • Operating grass cutting equipment 	Spartan Center	To be arranged with	filled	Adrian Yaguez	No Equipment Necessary – will train Dependability

	<ul style="list-style-type: none"> • Setting up and storing equipment • General light repairs and cleaning • Assisting equipment manager 		supervisor			
Athletics Telephone: 332-6559	Scorekeepers, Statisticians, Manager <ul style="list-style-type: none"> • Keep the official scorebooks • Operate game clocks • Assist athletic coaches • Keep stats for contests 	Spartan Center	Depends on game schedules, afternoons, evenings	filled	Adrian Yaguez	General working knowledge of sports Dependable
Athletics/Fitness Center Telephone: 861-5584	Student Assistants 12-15 positions <ul style="list-style-type: none"> • Responsible for checking in facility users • Helping with daily operations of facility • Assisting users with equipment • Supervising activity areas 	Spartan Student Center Rm#102 (Fitness Center)	5 – 15 Hours Weekly	Filled	Sheri Bollinger	Must possess good personal & communication skills Perform light cleaning duties to maintain facility on a daily basis.
Athletics Telephone 861-5584	Cycling Club Bike Mechanic <ul style="list-style-type: none"> • Responsible for helping to maintain bikes used in the Bike Share program • Perform basic repairs to tires, brakes, and gears • Assisting with check-out and return of bikes 	Spartan Student Center Rm. 102 (Fitness Center)	5-15 hours weekly	Filled	Sheri Bollinger	Knowledge of basic bicycle repairs and a willingness to work with others.
Athletics Telephone 332-6559	Intramurals/Gym Monitor <ul style="list-style-type: none"> • Assistance w/intramurals activities. 	Spartan Center Room 134	Flexible To be arranged w/student	filled	Adrian Yaguez	Must possess good personal & communicated skills. Supervision of control desk.
Bookstore Telephone: 861-5320	Clerk <ul style="list-style-type: none"> • General office work: typing, filing, copying, phones • Good communication skills • Running some errands between main campus offices • Must also be willing to dust and clean 	College Center 1 st floor	Will work out with student	filled	Darius Morey	Confidentiality Dependability
Career Services, Advising & Transfer Services Telephone: 861-5344 861-5346	Office Assistant <ul style="list-style-type: none"> • General office work, filing, photocopying, data entry • Answering phones • Posting information on bulletin boards & keeping them organized • Putting flyers/brochures in staff & faculty mailboxes • Run Errands 	College Center CC 341, CC348	To be arranged with supervisor	filled	Karen Veres, Mark Henry Lynn Fischer, or Bobbie McElrone	Prefer computer graphics/design skills Strong organizational * interpersonal skills. Strong computer skills— Access skills preferable

<p>Center for International Education Telephone: 861-5429</p>	<p>Student Assistant/Student Mentor</p> <ul style="list-style-type: none"> • Serve as a mentor to International Students and Scholars • Assist International Students and scholars with general acculturation issues to our campus, community, and the USA. • Work with the International Department to assist International Students and Scholars to get around on campus, in the residence halls, and in the local community. • Assist in planning of activities for International Students 	<p>College Center International Education/Student Life</p>	<p>During the Day, Evenings, and Saturdays available</p>	<p>Filled</p>	<p>Manuel Gonzalez</p>	<p>Enjoy interacting with people from different countries and cultures</p>
<p>Center for International Education Telephone: 861-5429</p>	<p>Weekend Activity Assistant/Driver</p> <ul style="list-style-type: none"> • Assist in planning and administrating activities for International Students on the weekends • Serve as a mentor to International Students and Scholars • Work with the International Dept. to assist International Students and Scholars to get around on campus in the residence halls, and in the local community • Must have a valid drivers license and clean driving record and enjoy interacting with people from different countries and cultures. 	<p>College Center International Education/Student Life</p>		<p>Filled</p>	<p>Manuel Gonzalez</p>	<p>Enjoy interacting with people from different countries and cultures</p>
<p>Communications / Theatre Telephone: 861-4586</p>	<p>Media Lab Assistant</p> <ul style="list-style-type: none"> • Supervise students working in media lab • Check in equipment • Assure security of facilities • Assist students with work in lab • Minor maintenance of equipment 	<p>Media Lab</p>	<p>To be arranged with supervisor Between 9-9</p>	<p>Filled</p>	<p>Mario Accera or Dracie Claus</p>	<p>Must be passing all courses Should have A or B in both Radio Production and Television Production</p>

Commuter Telephone: 861-4159	Editor <ul style="list-style-type: none"> • Supervises news operations • Prepares The Commuter for print and online publication • Writes and edits copy 	CC270	15 per week, to be arranged with supervisor	Filled	Rob Hays	Interest in people and college life Willing to work with computers (word processing)
Commuter Telephone: 861-4159	Office Manager <ul style="list-style-type: none"> • Oversees advertising operations, including billing • Answers phone and leaves messages for news staff 	CC270	15 hrs. per week	Filled	Rob Hays	
Commuter Telephone: 861-4159	Online Editor <ul style="list-style-type: none"> • Oversee Commuter's website, which includes updating the site daily. 	CC270	15 hrs. per week	Open	Rob Hays	Good editing skills and attention to detail
Commuter Telephone: 861-4159	Photo Editor <ul style="list-style-type: none"> • Run newspapers photo department. • Assign photos <p>Work with photographers on photo cropping Shoot photographs Work with editors on page layouts</p>	CC270	10hrs. per week	Filled	Rob Hays	Able to use digital camera Planning ability
Commuter Telephone: 861-4159	Layout Editor <ul style="list-style-type: none"> • Assign stories for the Commuter • Write stories • Edit stories • Do Layout of features pages • Write headliner and photo captions 	CC270	10hrs. per week	Filled	Rob Hays	Design and layout pages; write headlines and photo captions; proofread pages.

Computer Services Telephone: 861-5413	Student Assistant/Mentor <ul style="list-style-type: none"> • Proficient in Windows OS & Microsoft office • E-mail packages • Willing to interact with staff and faculty. 	Support Center Richardson Hall Rm. 104	Flexible	Open	Denom Krall	Responsible Attention to Detail
Culinary Arts/Hampton Winds 861-5593 861-4549	Dishwasher <ul style="list-style-type: none"> • Wash dishes as needed • Return to proper storage location • Remove trash from kitchen • Operate dishwashing machine • Clean area 	Alumni Hall	To be arranged with supervisor	Filled	Duncan Howden	Work on your feet Dependability Lift up to 40 lbs.
Diagnostic Medical Sonography Telephone: 610-332-6177	Positions & Job Description <ul style="list-style-type: none"> • Supervise open scan lab for 1st year students. • Check/order lab supplies • Assist students with scanning skills in lab. • Organization & maintenance of digital images on ultrasound units. 	Sonography Scan Lab: Penn 133	To be arranged with program manager	Open	Cathie Rinzo	Students who have completed DMSG 111 and DMSG 115 with B or better. Excellent computer skills
Dining Service Telephone: 861-5531	Food Service Worker <ul style="list-style-type: none"> • Clean counters / tables and chairs • Re-stock items • Serve customers • Other food service duties as directed 	Cafeteria	11:30 AM to 1:30 PM Monday – Friday, also 3 PM to 9:30 PM Monday - Thursday	Filled	Char Hartley	Good with public Meets eligibility requirements for college work study
Dining Service Telephone: 610-861-5531	Student Promotions Coordinator <ul style="list-style-type: none"> • Support NCC dining team with implementation of dining promotions. • Facebook page. • Design flyers, web banners, facebook events, and general signage. • Posting flyers around campus and department mail boxes. • Obtain feedback from customers regarding their dining experience. 	College Center, Dining Services Office	Flexible – based on student’s schedule	Filled	Bob Wilkin	High level of customer contact and must be comfortable assuming a leadership role during promotional events. Excellent verbal and written communication skills Graphic Design skills preferred.

Dining Service Telephone: 861-5531	Food Service Worker <ul style="list-style-type: none"> • Bus dishes • Re-stock supplies • Serve customers • Other food service duties as directed 	Cafeteria	4:30 PM to 7PM or 5 PM to 7:30 PM Monday – Thursday	Filled	Char Hartley	Good with public Meets eligibility requirements for college work study
--	--	-----------	--	--------	--------------	---

Dining Services Telephone: 861-5531	Spartans Den Assistant <ul style="list-style-type: none"> • Food Preparation • Customer Service • Dining Operation closing responsibilities • Cash handling capability 	Residence Hall Dining Operation 3 positions available	8:00PM to midnight- Mon- Thurs., 4:30PMto 7:30PM Fri., 10:30AM to 4:30PM Sat., 10:30AM to 5:00PM Sun.	Filled	Char Hartley	Dependability Good Customer Service Skills
Dining Services Telephone: 861-5531	Food Court Assistant <ul style="list-style-type: none"> • Restock Self Service Areas • Customer Services at stations • Other duties as directed 	Cafeteria	8:00AM to 11:00AM and 11:00AM to 2:00PM	Filled	Char Hartley	Dependability Good Customer Service skills
Dining Services Telephone: 861-5531	Food Court Station Assistant <ul style="list-style-type: none"> • Food Preparation • Customer Service • Food Court closing responsibilities 	Cafeteria 3 positions available	3:00PM to 8:30PM flexible start and ending times	Filled	Char Hartley	Dependability Good Customer Service Food Court closing responsibilities
Disability Services Telephone: 610-861-5318	Typist/transcriptionist <ul style="list-style-type: none"> • Ability to listen to an NCC video and create a typed transcript of the video • Strong typing skills needed 	CC250	To be arranged with supervisor	Open	Laraine Demshock LDemshock@northampton.edu	Good listening skills Proficiency with typing skills. Ability to use Microsoft Word. Ability to follow directions. Reliable
Early Childhood Education Classroom/Teacher Support	Work Study Aide Support for Center/Classroom needs including <ul style="list-style-type: none"> • Housekeeping, cleaning, maintaining And organizing environment. • Must be sensitive to needs of children, ability to organize materials, assist teachers with activities, work efficiently with team, and be conscientious about health and safety. 	Reibman Hall	M – F 8:00-10:00 4:00–6:00 11:00-1:00	Filled	Faye Freer ffreer@northampton.edu	Work Study eligible. Early Childhood Education Major. Current Clearances (within last year) – Child Abuse, Criminal Background, Finger Print, and Health assessment with TB. Must exhibit confidentiality, initiative and flexibility.
Early Childhood Education	Office Assistant	Early Childhood	Flexible –	Filled	Sharon Vietmeier	ECE Majors preferred

Telephone: 332-6087	<ul style="list-style-type: none"> • General office work: word processing, filing, photocopying, phones • Organizing and inventory of equipment and supplies 	Center – Riebman Hall	based on student's schedule			Confidentiality Initiative and flexibility
Electronics Telephone: 861-5334	Lab Assistant, Electronics Lab <ul style="list-style-type: none"> • Supervise open lab hours • Maintain / Monitor inventory • Lab maintenance 	Hartzell Hall (North Campus) Rm. 185	Will work out with student	Open	Karen Parker	Electronics major preferred
English as a Second Language (ESL) Telephone: 861-5552	Student Assistant <ul style="list-style-type: none"> • Assist ESL students with our computer programs – any computer experience is good, but we will train you for these programs • Be responsible for general office work such as making copies, taking phone messages, and running errands to other offices • Help the ESL Instructors by assisting in the Connectweb and straightening up our classrooms • (Optional) Tutor students who need extra help • Keep the lab organized: put lab materials away, tidy up work stations, and make sure equipment is turned off (evening) 	ESL Language Lab, Richardson Hall Rm.215	Lunch Times, Evenings, and Saturdays available	open	Cate Almon	Enjoy interacting with people from different countries.

<p>ETAC Laboratory 861-4598</p>	<p>Laboratory Technician</p> <ul style="list-style-type: none"> • Laboratory and Equipment maintenance and clean-up. • Assistance with project work as needed 	<p>Technology Hall Room 158 North Campus</p>	<p>Hours to be determined on an as “needed” basis. 8 hours per week</p>	<p>Open</p>	<p>Terry Hafford</p>	<p>Good mechanical and communications skills preferred. Must be working toward a degree and currently registered at NCC. CHEM 121 (Lab Safety Procedures) preferred (or registered to take or audit).</p>
-------------------------------------	--	--	---	-------------	----------------------	---

Financial Aid Telephone: 861-5510	Student Assistant <ul style="list-style-type: none"> • General office work: typing, copying, phones, filing • Good communication skills • Lots of contact with public • Running errands occasionally to other offices • Self starter 	Enrollment Center	To be arranged with student	Filled	Sue Morgan	Confidentiality Good people skills Dependability
Funeral Services Telephone: 861-5388 or 5390	General Office Assistant <ul style="list-style-type: none"> • General office duties (copying, filing,) • Assisting with lab demonstrations. • Perform other duties when reasonably required 	Commonwealth Hall #105	Will work out with student	open	John Lunsford Director Funeral Service	Students who are currently enrolled or have intent to enroll in FSED are encouraged to apply for this position. Dependability and maintenance of confidentiality required.
Health & Wellness Center Telephone: 861-5365	Health Center Assistant <ul style="list-style-type: none"> • general office work-typing, filing, copying, and answer telephones • assist with health educational programs • reception duties 	College Center Rm. 120	to be arranged with students	Filled		Must maintain confidentiality Allied Health major a plus but not required Excellent computer skills
Humanities & Social Sciences Telephone: 610-861-5393	East 40 Non-credit Assistant <ul style="list-style-type: none"> • Work with the East 40 Coordinator and East 40 non-credit instructor to maintain outdoor classroom. • Assist in the preparations of the outdoor classroom for East 40 non-credit classes 	NCC East 40 Community Garden	To be arranged with supervisor	Filled	Kelly R. Allen	Dependable, willing to work outdoors.
Humanities and Social Sciences Telephone: 610-861-5393	East 40 Green Fee Student Assistant <ul style="list-style-type: none"> • Work with the East 40 Coordinator on finance initiatives. • Coordinate effort to survey the student body for the possible implementation of a Sustainability(Green) Fee. 	NCC East 40 Community Garden	To be arranged with supervisor	Filled	Kelly R. Allen	Dependable, Capable of generating student involvement.
Humanities & Social Sciences Telephone: 861-5091	General Office Assistant <ul style="list-style-type: none"> • General office work: photo copying, filing and running errands • Distribute departmental mail • Assist with setting up large mailings, theatre programs and division documents • Posting flyers and/or posters campus wide 	College Center 320A	To be arranged with supervisor	Filled	Faye Schwartz fschwartz@northampton.edu	Confidentiality. Accuracy. Dependability. Ability to work independently
Institutional Advancement	Student Assistant	Office of	To be	Open	Deborah Birkas	Special Requirements

Telephone: 610-861-5451	<ul style="list-style-type: none"> • Primary Task: Scan, copy and file documents using document imaging system (will train) • Other: Perform basic office duties (i.e., filing, photocopying, data entry, etc.) as assigned 	Institutional Advancement: (Alumni Hall)	arranged with supevisor		(dbirkas@northampton.edu)	<ul style="list-style-type: none"> * Computer literac * Able to wo independently * Reliable, dependable, detail- oriented accurate. * Confidentiality * Willing to lea areas of jo description needed.
Institutional Advancement Telephone: 861-5519	Student Assistant <ul style="list-style-type: none"> • Typing / Keyboarding • Word processing (a plus but we will train) • Telephone messages and faxing • Photocopying / filing • General office procedures / running errands on campus 	County Hall –I/A	Variable – Can work out with student’s schedule	Filled	Brenda Weppel	Ability to follow directions Reliability
Intramural Athletics 861-5369	Officiating <ul style="list-style-type: none"> • Responsible for all intramural officials • Responsible for intramural equipment • Officiating and timing contests • Reporting scores • Assisting other officials 	College Center Rm.171 – Game sites	Tues, Thurs. 11:00 AM – 12:30 PM	filled	Adrian Yaguez, Director of Intramurals College Center 170	General working knowledge of sports Dependability
Intramural Athletics Telephone: 861-5369	Intramural Sports Assistant <ul style="list-style-type: none"> • Assist in scheduling events • Assist in promotion of events • Record keeping and posting results • Assist organizing officials • General duties associated with intramural sports 	College Center Rm. 171 Intramural Office	Activity Period and Game Times – other flexible	filled	Adrian Yaguez, Director of Intramurals	General knowledge o sports Ability to interact with students and staff

<p>Learning Center Telephone: 861-5517</p>	<p>Student Assistant/receptionist</p> <ul style="list-style-type: none"> • Answering phones • Scheduling Appointments • Greeting Students • Filing • Photocopying • Running errands 	<p>College Center 315</p>	<p>Mon. – 9:am - 11am Wed – 9am – 11am Thurs. 4pm-7pm Sat. – 11am – 4pm</p>	<p>Open</p>	<p>Terry Brindisi</p>	<p>Good communication skills between faculty staff & students. Enjoy working with people Confidentiality Dependable Fast Learner Available to work afternoon</p>
<p>Library 861-5359</p>	<p>Circulation Desk Student Assistant</p> <ul style="list-style-type: none"> • Check-out and check-in library materials. • Answer circulation phone • Fill copier/printer • Process newspapers • Assist users with basic questions. • Assist users with printers, copiers & computers. 	<p>Library – College Center 4th Floor</p>	<p>Specific Times available between 8am and 8 pm.</p>	<p>Filled</p>	<p>Elehna M. Shores -Reference Desk 861-5359</p>	<ul style="list-style-type: none"> • Pleasant and cooperative manner. • Dependable • Available to work evenings and weekends. • Good understanding of English and English speaking skills • Detail-oriented • Enjoys working with people • Assist students with printers & copiers
<p>Library Telephone: 861-5359</p>	<p>Circulation Desk Student <u>Shelver</u></p> <ul style="list-style-type: none"> • Shelve returned books, periodicals, videos, etc. • Keep shelves neat & materials in order by classification numbers • Other duties, as required 	<p>Library – College Center 4th Floor</p>	<p>Flexible hours available between 8am and 10pm</p>	<p>Filled</p>	<p>Elehna M. Shores Reference desk 861-5359</p>	<p>Pleasant and cooperative manner Dependable Ability to learn Library of Congress Classification and system for shelving. Good understanding decimals. Detail-oriented. Disciplined to work alone.</p>

Library Telephone: 861-5359	Student Computer Assistant <ul style="list-style-type: none"> Assist users with Microsoft Office 2007 & 2010 Assist with Email, Black Board, printing & photocopying Filling copiers and printers with paper & toner Basic computer technical problem solving. Set-up for classes 	Library-College Center 4 th Floor	Specific times available-between 8 am and 8pm	Filled	Elehna M. Shores 861-5359	Pleasant and cooperative manner. Available to work some evening & weekend hours. Good understanding English. Good working knowledge of computers & printers. Dependable. Enjoys working with people.
Library Telephone: 861-5358 or 861-5359	Library – Technical Services <ul style="list-style-type: none"> Process new Library materials. Cleaning Library materials Keeping Library in order 	Library-College Center 4 th Floor	Flexible hours available between 8am. and 3pm.	Filled	Elehna M. Shores 861-5359	Good understanding English. Detail-oriented. Reliable. Disciplined to work alone.
Marketing Dept. Telephone: 610-861-5450	Web Assistant <ul style="list-style-type: none"> Write content for Web site Monitor blogs and forums Brainstorm Conduct occasional student interviews 	Main Campus	Flexible	Filled	Marianne Atherton	Should be comfortable with the Web and social networking. Good writing and communications skills required.
Marketing Dept. Telephone: 861-5475	Student Assistant <ul style="list-style-type: none"> General Office Duties Organize Photography files Running occasional errands 	College Center Rm. 150	Flexible	Filled	Marianne Atherton	Reliable and pleasant. Must be computer literate. MAC skills a plus. Must be willing to work independently.
Math Telephone: 861-5338	Student Assistant <ul style="list-style-type: none"> Must have college algebra Knowledge of computers Good communication skill Good tutoring skill to tutor students in Elem. & Intermediate Algebra 	College Center Rm. 364	Day and Evening	open	Ebrahim Ahmadizadeh	Must be able to work during lab hours
Math/Electronics Telephone: 861-5338	Student Assistant <ul style="list-style-type: none"> Clerical – Maintain files Data entry with computers Tutoring Mathematics 	Penn Hall Rm. 246J	Arrange with supervisor	open	Ebrahim Ahmadizadeh	Good in Math, College Algebra, Trigonometry, or Calculus with B or better

Mathematics Telephone: 861-4163	Student Assistant <ul style="list-style-type: none"> • Clerical – Maintain files • Data entry with computer • Tutoring – Small groups and individuals • Updating Graphing Calculator Guide 	College Center Rm. 307	Arrange with supervisor	open	Alex Rolon	Good math skills Reliable Honest
Modern Languages Telephone: 861-5538	Student Assistant <ul style="list-style-type: none"> • Assist students with homework • Manage Study Groups • Work with the Spanish Club • Manage Special Projects • Clerical tasks 	College Center Rm. 332	Flexible	Open	Sandra Del Cueto	Maturity Knowledge of languages other than American English
Nursing Telephone: 861-5376	Student Assistant <ul style="list-style-type: none"> • General office work: typing, filing, photocopying, phones, collating materials, running errands 	Penn Hall Rm. 120C	To be arranged with student	Filled	Mary Ellen Hicks	Reliability, Confidentiality Dependability Good communication skills
Office of Online Learning Telephone: 861-5634 or 4160	Student Assistant <ul style="list-style-type: none"> • Copying confidential records • Errands (i.e. central duplicating/bookstore/library) • Helping with mailings, shredding, filing, general office help 	Kopecek Hall Rm. 230	2-4 hrs. per week Flexible	Filled	Kevin Bentley/Dawn Dzienis	Confidentiality
Office Administration Telephone: 861-5396	Student Assistant Secretary <ul style="list-style-type: none"> • Answer phone calls • Do some filing – collating • Use copier (Faculty members will train) • Run small errands 	Founders Rm. 114	To be worked out with the student(s)	Filled	Janie Hagenbuch	Trustworthiness – Honesty – Dependability Pleasant personality – some keyboarding and Office 2003 skills helpful
Office Administration Telephone: 861-5396	BEST Lab Assistant <ul style="list-style-type: none"> • Oversee computer lab – monitor attendees • Assist students with their assignments • Keep printers loaded with paper • Change cartridges as needed • Keep lab tidy and report equipment repair needs to supervisor • Work closely with BEST Lab staff on tasks required to support the lab staff as assigned. 	Founders Hall Rm. 114	Will arrange around student's schedule	Filled	Janie Hagenbuch	Computer Literacy Familiar with Word Perfect, Office 2003, Office 2007

Physical Plant: Telephone: 861-5301	Duplicating Assistant <ul style="list-style-type: none"> • Scan important construction blueprints using special scanner • Rename scanned files according to naming system 	Central Duplicating in College Center	Weekdays (to be arranged with Supervisor)	Filled	Scott George	Very detail oriented. Dependable. Basic background in working with computer files preferred.
Physics Telephone: 861-5556	Student Assistant - Secretary <ul style="list-style-type: none"> • Assist in Physics Lab • Test/Critique/Update Lab Exercises • Assist in Producing Lab Manuals • Maintain storeroom and equipment 	Penn Hall Rm.129 & College Center Rm.307	Flexible TBA	Open	William Doney	Dependability Physics 101 or 215

Records
Telephone:
861-5494

Student Assistant

- Filing
- Basic office duties
- Photocopying

Enrollment Center

TBA

Filled

Ginger Yavorski

Dependability
Detail Oriented

Residence Life Telephone: 861-5324	Desk Assistant/Student Assistant <ul style="list-style-type: none"> • Work an average of 1 – 3 hours per week at the residence hall front desk • Assist the Resident Directors and Residence Counselor with Residence Life Projects and programs 	College Center Rm. 252	To be arranged	Filled	Janelle Howey	Understand, interpret and enforce college and residence life policies, maintenance and emergency response procedures. Previous on-campus housing experience preferred
---------------------------------------	---	---------------------------	-------------------	--------	---------------	---

Residence Life Telephone: 861-5324	Community Assistants and Mentors <ul style="list-style-type: none"> • Maintaining duty on check-in and check-out weekends • Make rounds in both buildings-follow schedule • Record all rounds in the log book • Inventory all rooms prior to check-in and check-out • Programming 	College Center Rm. 252	To be arranged	Filled	Janelle Howey	Understand, interpret and enforce college and residence life policies, maintenance and emergency response procedures. Previous on-campus housing experience preferred
Student Life Office Telephone 861-5324 fpologruto@northampton.edu	Student Assistant <ul style="list-style-type: none"> • Assist with the marketing of college events. • Using Microsoft Word, PowerPoint, Publisher, and Facebook. • Maintain Bulletin Boards 	College Center Rm. 252	Hours Flexible Between 8:00 am and 6:00 pm Mon thru Fri	Filled	Frank Pologruto	Individuals who are creative and like to work without direct supervision in a relaxed office environment. Discretionary decision making and risk taking encouraged.
Theatre Program/Lipkin Theatre	<ul style="list-style-type: none"> • Assist with set construction, stage lighting, and work events • Job includes using power tools, supervising beginning students in Practicum, painting, hanging and focusing lights • working backstage or in the booth for Lipkin Events • General custodial in Shop and Theatre • Move scenery and supplies • Load and unload truck 	Lipkin and Lab Theatres Kopecek Hall	10-15 hours per week depending on production schedule. Schedule to be arranged with supervisor, the Scene Shop is generally open Mon. – Thurs. 2:00PM – 5:00PM, with additional production work Fri. – Sun afternoons	Open	Jaye Beetem, NCC Theatre Technical Director Kopecek Hall 127, 332-6549 jbeetem@northampton.edu	Entry level construction skills, must be able to lift 50-75 pounds unaided, should not be afraid of heights, reliable, dependable, work independently; as well as supervise other students, be available for weekend hours of production weeks for technical rehearsals, notes, and strikes

Welding Telephone: 861-5559	Student Assistant—Clerical <ul style="list-style-type: none"> • Mechanical and electrical repairs; preventive maintenance of all equipment • Metal fabrication • Material preparation for welding and testing • Maintain gas usage log 	LVIP IV	Flexible during afternoon and evening	Open	William Heins	Mechanically inclined and ability to follow written & verbal instructions. Willing to learn areas of job description as needed. On the job training (OJT).
-----------------------------------	---	---------	---------------------------------------	------	---------------	--

Revised: 1/18/2012