

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

DEPT.	POSITION & JOB DESCRIPTION	LOCATION	HOURS	AVAIL.	CONTACT PERSON	SPECIAL REQUIREMENTS
Bookstore Telephone 570-620-9221 ext. 238	Clerk General office work Cashiering Good communication skills Must be willing to dust, clean and stock Inventory	Monroe Campus- Tannersville	Flexible hours	Open	Matt Kapcala	Confidentiality Dependability Lifting up to 50 lbs.
Dining Services Telephone 570-620- 9221 ext. 241	Food Service Worker Clean counters & tables and chairs Re-stock supplies Serve customers Other food service duties as directed	Monroe Campus – Tannersville	Daytime hours	Open	Gayle Daniels	Good with public Meets eligibility requirements for college work study
Dining Services Telephone 570-620- 9221 ext. 241	Food Prep/Cashier Simple kitchen prep Maintain kitchen cleanliness Stocking Cashiering	Monroe Campus – Tannersville	Monday thru Thursday 4:00 PM – 8:00 PM	Open	Gayle Daniels	Dependability Good customer service skills

<p>Early Childhood Education Classroom/Teacher Support</p>	<p>Work Study Aide Support for Center/Classroom needs including</p> <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. 	<p>Reibman Hall</p>	<p>M – F 4:00–6:00 11:00-1:00</p>	<p>Filled</p>	<p>Faye Freer ffreer@northampton.edu</p>	<p>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.</p>
<p>Faculty Office Telephone 570-620-9221 ext.237</p>	<p>Student Assistant Typing Copying General office work</p>	<p>Monroe Campus – Tannersville</p>	<p>Flexible hours</p>	<p>Filled</p>	<p>Karen Green</p>	<p>Confidentiality Dependability Lifting up to 50 lbs.</p>
<p>Learning Center Telephone 570-688-2491</p>	<p>Student Assistant Tutoring – various subjects available, please call for more details</p>	<p>Monroe Campus – Tannersville Rm. 90</p>	<p>Flexible hours with schedule available</p>	<p>Filled</p>	<p>Meghann Ryan</p>	<p>Please contact the Learning Center for requirements</p>
<p>Learning Center Telephone 570-688-2491</p>	<p>Office Assistants General office reception</p>	<p>Monroe Campus – Tannersville rm. 90</p>	<p>Flexible hours</p>	<p>Filled</p>	<p>Meghann Ryan</p>	<p>Please contact the Learning Center for requirements</p>

Student Services Telephone 570-620-9221 ext. 259	Student Assistant Greeting students Duplicating materials General office work Student event projects	Monroe Campus – Tannersville	Flexible hours	Filled	Rosalee Boyer	Confidentiality Dependability
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Revised: 03/27/2012