

## Open Student Positions at Union College (Fall 2024 - Spring 2025)

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p><b>Student Worker (Owl Assistant)</b></p>	<p>Come be a part of a dynamic team and work in a fast paced, busy environment in our One Stop Student Services Center. Get some cool gear and some real- life work experience by helping your fellow peers navigate a successful transition to college. Some examples of this are giving college tours, answering phone calls and questions about inquiries coming to the college, and making phone calls to students to remind them about important dates. This job will also require helping students navigate through the student planning platform. Also, you may assist other departments as needed. If you are interested, please copy and paste the link provided here <a href="https://forms.office.com/r/dYNJajsmjZ">https://forms.office.com/r/dYNJajsmjZ</a> and fill out an application and we will follow up with you.</p> <p><b><u>Job Requirements:</u></b> Interview and Federal Work Study eligibility are requirements for this position.</p>	<p><b><u>Terms of Employment:</u></b> 8 to 12 hours per week during the semester (your education is our #1 priority). Students can work up to 25 hours per week when school is out (with a 30-minute unpaid lunch break)</p> <p><b><u>Physical Demands and Work Environment:</u></b> This position’s duties are normally performed in a typical/interior/residence work environment, based on the activity scheduled.</p> <ul style="list-style-type: none"> <li>o Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds</li> <li>o No or very limited exposure to physical risk</li> </ul>	<p>Cranford, Elizabeth, Plainfield, and Remote Student Services</p>	<p>One Stop Operations (Student Development Center)</p>	<p>Elyssa Baldwin Associate Director of Advising, Career &amp; Transfer Services (908) 965-6041 (Elizabeth Campus)</p>	<p><a href="mailto:elylisa.baldwin@ucc.edu">elylisa.baldwin@ucc.edu</a></p>

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Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p><b>Student Worker (Student Ambassador)</b></p>	<p><b><u>General Description:</u></b> Under direct supervision, supports the enrollment and re-enrollment of current and prospective students. This part-time position (up to 20 hours per week) is ideal for a student who is comfortable delivering excellent customer service over the phone. The Communication Center is open Monday – Thursday 8:00AM – 6:00PM and Friday 8:00AM-5:15PM.</p> <p><b><u>Duties, and Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>•Answers inbound phone calls on multiple lines.</li> <li>•Provides general information to callers and transfers calls to the appropriate departments when necessary.</li> <li>•Makes outgoing calls to support various campaigns while following a call script</li> <li>•Logs results of each call in Microsoft Excel for record-keeping purposes</li> </ul>	<p><b><u>Competencies and Skills Required:</u></b></p> <ul style="list-style-type: none"> <li>•Currently enrolled and taking classes at UCNJ</li> <li>•Strong communication and interpersonal skills</li> <li>•General computer skills and knowledge</li> <li>•Able to handle phone calls with professionalism and courtesy</li> <li>•Able to work independently and within a team environment</li> <li>•Good attendance; must be punctual</li> </ul> <p><b><u>Terms of Employment</u></b> Part-Time: Up to 20 hours per week (preference will be given to students who can work a minimum of 10 hours per week)</p> <p><b><u>Physical Demands and Work Environment:</u></b></p> <ul style="list-style-type: none"> <li>• This position’s duties are normally performed in a typical interior/residence work environment, based on the activity scheduled.</li> <li>• Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.</li> <li>• No or very limited exposure to physical risk.</li> <li>•The ability to use Microsoft Word and Excel.</li> <li>•Must have a cumulative grade point average of 2.5 or above in all subjects.</li> </ul>	<p>Scotch Plains Campus</p>	<p>As Assigned</p>	<p>Dr. Nicole Cippoletti, Dean of the Scotch Plains and Virtual Campus</p> <p>Morgan Stiles Communication Center Coordinator</p>	<p><a href="mailto:nicole.cippoletti@ucc.edu">nicole.cippoletti@ucc.edu</a></p> <p><a href="mailto:morgan.stiles@ucc.edu">morgan.stiles@ucc.edu</a></p>
<p><b>Student Worker (Student Ambassador)</b></p>		<p><b><u>How to Apply</u></b> Interested candidates should send their resume and availability to Morgan Stiles and Dr. Nicole Cippoletti (see contact information)</p>				

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Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p style="text-align: center;"><b>Off Campus Tutors</b></p>	<p>Student worker will serve as a tutor and homework assistant</p>	<p>Must be able to work well with children and teenagers Must be a UCC financial aid eligible student</p> <p><b><u>Terms of Employment:</u></b> Under Federal Work-Study: Part-Time, up to a total of 20 hours per week when classes are in session and 35 hours (with an hour unpaid lunch) when classes are not in session.</p> <p><b><u>Physical Demands and Work Environment:</u></b></p> <ul style="list-style-type: none"> <li>•This position’s duties are normally performed in a typical interior/residence work environment, based on the activity scheduled.</li> <li>•Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.</li> <li>•No or very limited exposure to physical risk.</li> </ul>	<p style="text-align: center;">Restore Ministries, Inc. 1161 E. Jersey St. Elizabeth, NJ</p>	<p style="text-align: center;">Financial Aid</p>	<p style="text-align: center;">Kelly Donnelly, Student Services Specialist (908) 965-6039</p>	<p style="text-align: center;"><a href="mailto:kelly.donnelly@ucc.edu">kelly.donnelly@ucc.edu</a></p>

## Open Student Positions at Union College (Fall 2024 - Spring 2025)

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p><b>Peer Tutors for Fall 2024, Spring 2025, Summer Sessions 2025</b></p>	<p>Peer tutors at UCNJ work in the Academic Learning Centers with currently enrolled students who seek assistance on various courses.</p> <p>Having completed a course at this school or having displayed expertise in a higher level course in that discipline, tutors are eligible to assist others.</p> <p>Hours are scheduled based upon student availability and anticipated course need.</p> <p>Tutors must meet academic criteria and attend tutor training sessions for staff development</p>	<p>Completed 12 transferrable credits at UCNJ            3.0 cumulative GPA or higher            3.5 or higher in subjects tutored</p>	<p>MacKay Building            Cranford Campus,            Kellogg Building            Elizabeth Campus;            Annex Building            Plainfield Campus</p>	<p>Academic Learning Center</p>	<p>Jose Paez- Figueroa            Assistant Dean of Learning Resources            908-709-7084</p> <p>Mary Greco            Director of Academic Learning Center            (908) 709-7526</p> <p>Jason Flores            Office Manager/            Coordinator            (908) 709-7528</p>	<p><a href="mailto:alc@ucc.edu">alc@ucc.edu</a></p>

## Open Student Positions at Union College (Fall 2024 - Spring 2025)

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p style="text-align: center;"><b>Peer Tutor (Student worker) Educational Opportunity Fund Program</b></p> <p style="text-align: center;"><b>Fall 2024 - Spring 2025 Semester</b></p>	<p><b>Level:</b> Federal Work Study</p> <p><b>General Description:</b> The peer tutor will assist the coordinator of tutoring in administering academic assistance to EOF students.</p> <p><b>Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Tutor students one-to-one and in groups, in select subjects.</li> <li>2. Maintain required records of tutoring sessions.</li> <li>3. Attend orientation and training sessions.</li> <li>4. Attend scheduled tutoring-staff meetings during semester.</li> <li>5. Observe the rules and procedures that apply to the tutoring venue and to the tutoring component.</li> <li>6. Assist the coordinator of tutoring in administering academic workshops and related academic activities.</li> <li>7. Perform all other duties assigned.</li> </ol>	<p><b>Qualifications:</b></p> <p><b>Education:</b> Should have a cumulative grade point average of 2.75 in all subjects, and a B+ in subjects of tutoring. The ability to use Microsoft Word and Excel.</p> <p><b>Interpersonal and cognitive skills:</b> Ability to break down complicated ideas in subjects of tutoring to simpler ideas and convey those ideas to students. Ability to work effectively with minimal supervision. Ability to work with a diverse population. Ability to be sufficiently assertive. Ability to work with computer-aided instruction programs and internet search engines.</p> <p><b>Terms of Employment:</b> Under Federal Work-Study: Part-Time, up to a total of 20 hours per week when classes are in session and 35 hours (with an hour unpaid lunch) when classes are not in session.</p>	<p style="text-align: center;">Cranford campus</p>	<p style="text-align: center;">Educational Opportunity Fund Program</p>	<p style="text-align: center;">Dr. Amy Fisher Student Services Specialist (908) 965-6053</p>	<p style="text-align: center;"><a href="mailto:amy.fisher@ucc.edu">amy.fisher@ucc.edu</a></p>

## Open Student Positions at Union College (Fall 2024 - Spring 2025)

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p style="text-align: center;"><b>Student Worker Biology/ Chemistry</b></p>	<p>Student Worker I is a general clerical employee, hired in various offices on campus to perform support duties under the direct supervision of a full time Union College employee.</p> <p><b><u>Characteristics, Duties, &amp; Responsibilities:</u></b> Duties may include but are not limited to:</p> <ul style="list-style-type: none"> <li>•Maintaining alphabetical filing of documents and records</li> <li>•Operating basic office equipment including photocopier, fax machine, and paper shredder</li> <li>•Types labels, letters, memoranda, mailing and postings</li> <li>•Perform other miscellaneous tasks as needed and unique to a given department or office</li> <li>•Helping with setting up the labs/taking labs down</li> <li>•Assisting with inventory</li> <li>•Washing dishware/putting away glassware</li> <li>•Maintaining security of the laboratory</li> <li>•Knowledge in some basic scientific instrumentation</li> <li>•Perform other miscellaneous tasks as needed per bio/chem labs</li> </ul>	<p><b><u>Competencies and Skills Required:</u></b></p> <ul style="list-style-type: none"> <li>•Good communication skills.</li> <li>•General computer skills and knowledge</li> <li>•Good typing and filing skills.</li> <li>•Good organizational skills.</li> <li>•Pleasant customer services skills.</li> <li>•Must deal tactfully and courteously with students and the general public.</li> <li>•Good attendance; must be punctual.</li> <li>•Some basic knowledge in science (biology/chemistry/nursing)</li> <li>•Flexible with schedule</li> </ul> <p><b><u>Terms of Employment:</u></b> Part-Time up to a total of 20 hours per week when classes are in session and 35 hours (with an hour unpaid lunch) when classes are not in session.</p> <p><b><u>Physical Demands and Work Environment:</u></b></p> <ul style="list-style-type: none"> <li>•This position's duties are normally performed in a typical interior/residence work environment, based on the activity scheduled.</li> </ul>	<p style="text-align: center;">Elizabeth campus Cranford Campus</p>	<p style="text-align: center;">Biology / Chemistry</p>	<p style="text-align: center;">Beata Mourad Laboratory Technician (908) 965-6083</p>	<p style="text-align: center;"><a href="mailto:mourad@ucc.edu">mourad@ucc.edu</a></p>
<p style="text-align: center;"><b>Student Worker Biology/ Chemistry (Cont'd)</b></p>		<ul style="list-style-type: none"> <li>•Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.</li> <li>•No or very limited exposure to physical risk.</li> </ul>				

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<p style="text-align: center;"><b>Student Worker Office of College Life (OCL)</b></p>	<p><b><u>General Description:</u></b> Student Worker is a general clerical employee, hired in various offices on campus to perform support duties under the direct supervision of a full time Union County College employee.</p> <p><b><u>Characteristics, Duties, and Responsibilities:</u></b> Duties may include but are not limited to:</p> <ul style="list-style-type: none"> <li>•Assist in the daily office operations of the Office of College Life</li> <li>•Answer office phones, respond to email inquiries, and walk-in inquiries</li> <li>•Maintain bulletin boards</li> <li>•Navigate Owl’s Space</li> <li>•Provide excellent customer service to all</li> <li>•Support event planning and set up</li> <li>•Provide on-site support at departmental events as needed</li> <li>•Support the promotion of departmental events</li> <li>•Assist with the promotion of campus events through social media, flyers, etc.</li> <li>•Perform other duties as assigned</li> </ul>	<p><b><u>Competencies and Skills Required:</u></b></p> <ul style="list-style-type: none"> <li>•Must be an active enrolled student at UCNJ</li> <li>•Availability of approximately 8-10 hrs/week</li> <li>•Basic customer service skills</li> <li>•Proficiency using Microsoft Office Suite</li> <li>•Interest in helping UCNJ students get involved in college activities</li> </ul> <p><b><u>Terms of Employment:</u></b> Under Federal Work-Study: Part-Time, up to a total of 20 hours per week when classes are in session and 35 hours (with an hour unpaid lunch) when classes are not in session.</p> <p><b><u>Physical Demands and Work Environment:</u></b></p> <ul style="list-style-type: none"> <li>•This position’s duties are normally performed in a typical interior/residence work environment, based on the activity scheduled.</li> <li>•Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.</li> <li>•No or very limited exposure to physical risk.</li> </ul>	<p style="text-align: center;">Cranford and Elizabeth Campuses</p>	<p style="text-align: center;">Office of College Life</p>	<p style="text-align: center;">Skye Davis, Student Services Generalist (908) 497-4263 (Cranford Campus)</p> <p style="text-align: center;">Beyanka Wheatley, Coordinator for College Life (908) 965-2345 (Elizabeth Campus)</p>	<p style="text-align: center;"><a href="mailto:collegelife@ucc.edu">collegelife@ucc.edu</a></p>

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<p style="text-align: center;"><b>Athletic Student Worker</b></p>	<p><b><u>Job Description Summary</u></b>                      Student employees are an extremely vital part of the Athletics department. We rely on students to accomplish a significant portion of the work necessary for the day-to-day operations of our department. If you are hired to work as an Athletics Student Worker, you will assist in various areas of the department.</p> <p><b><u>Duties and Tasks:</u></b>                      The Athletic Student Worker would work in one of the areas below and may perform such duties below but are not limited to:                      Athletic Communications – In-game stats, game operations, office tasks                      Sports Medicine – Laundry, stocking supplies and inventory, setup and breakdown for all home events and practices, office tasks                      Business Operations – Assist with inventory, team travel and athletic events                      Compliance – Assist with various office tasks, data entry, filing, and scanning                      Event Operations and Facility – Setup/Breakdown for home contests and events, in-game event operations, and day-to-day facility management</p>	<p><b><u>Required Knowledge, Skills and Abilities:</u></b>                      Must have Federal Work-Study to apply. All qualifications below are not needed to apply:                      Knowledge:                      •Proficient in Microsoft Office                      •Awareness of general office skills and decorum a plus                      •Knowledge of using audio and video equipment (livestream, microphones, soundboards, cameras, cables, etc.)                      •Proficient in Photoshop                      •Can shoot and creatively edit video                      •Familiar with video editing software                      •File Management and conversions</p> <p><b><u>Skills:</u></b>                      •Dependable, ability to prioritize and organize, multi-task, creative thinker, outgoing, reliable, punctual, willingness and ability to take charge                      •Have experience with customer service                      •Work well with others in individual and group setting                      •Previous knowledge, training,</p>	<p style="text-align: center;">Cranford</p>	<p style="text-align: center;">Athletics Department</p>	<p style="text-align: center;">Taylor Nelson                      College Life &amp;                      Athletics Operations                      Coordinator                      (908) 709-7475</p>	<p style="text-align: center;"><a href="mailto:taylor.nelson@ucc.edu">taylor.nelson@ucc.edu</a></p>



## Open Student Positions at Union College (Fall 2024 - Spring 2025)

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p style="text-align: center;"><b>Athletic Student Worker (Cont.)</b></p>	<p>External Operations – promote and market the Athletic department and all events.                      Fitness Center – Manage the front desk, cleaning, and office tasks as assigned.                      Intramurals – Market all events, in-game staff, and stats, officiate games, update standings                      Operations – Facility scheduling for all practices and home games, entering work orders for all events, event staffing, and payments                      Receptionist – Greet visitors of the athletic department, show and give directions, answer any questions.</p>	<p>or experience is preferred but not required  <u><b>Abilities:</b></u>                      •Hours will vary. Must be flexible to work nights and weekends.                      •Some lifting of objects up to 50lbs and bending and reaching may be required in some positions.                      •Exposure to inclement weather for long periods in some positions                      •Ability to balance many tasks and responsibilities simultaneously                      •Ability to manage time and stress for self and others  <u><b>Terms of Employment:</b></u>                      Under Federal Work-Study: Part-Time, up to a total of 20 hours per week when classes are in session and 35 hours (with an hour unpaid lunch) when classes are not in session.  <u><b>Physical Demands and Work Environment:</b></u>                      •This position’s duties are normally performed in a typical interior/residence work environment, based on the activity scheduled.                       •Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.                       •No or very limited exposure to physical risk.</p>				

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<p style="text-align: center;"><b>Student worker Fall 2024 &amp; Spring 2025 Semester</b></p>	<p>Student Worker is a public safety employee, hired for various assignments on campus to perform support duties under the direct supervision of a full time Union College employee.</p> <p>Terms of Employment: Under Federal Work-Study: Part-Time, up to a total of 20 hours per week when classes are in session and 35 hours (with an hour unpaid lunch) when classes are not in session.</p>	<p><b><u>Characteristics, Duties, and Responsibilities:</u></b> Duties may include but are not limited to:</p> <ul style="list-style-type: none"> <li>•Providing direction and assistance to campus visitors</li> <li>•Assisting with checking student and employee IDs, as well as issuance of visitor tags</li> <li>•Patrolling campus by foot and assisting with the safety of all members of the College community, securing parking lots, College buildings and other property</li> <li>•Reporting traffic, safety and/or security infractions to proper authorities</li> <li>•Assisting with incident and accident reports documenting details of such incidents</li> <li>•Assisting in evacuations during fire alarm activations, bomb threats or other emergencies</li> <li>•Operating basic office equipment including photocopier, fax machine, and paper shredder,</li> <li>•Answering/making telephone calls as directed</li> <li>•Data entry</li> </ul>	<p style="text-align: center;">Cranford</p>	<p style="text-align: center;">Public Safety</p>	<p style="text-align: center;">Joseph Hines Executive Director of Public Safety (908) 497-4317</p> <p style="text-align: center;">Nick Basso Associate Director of Public Safety (908) 709-7152</p>	<p style="text-align: center;"><a href="mailto:joseph.hines@ucc.edu">joseph.hines@ucc.edu</a></p> <p style="text-align: center;"><a href="mailto:basso@ucc.edu">basso@ucc.edu</a></p>

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<p style="text-align: center;"><b>Student Workers Public Safety (Cont'd)</b></p>		<ul style="list-style-type: none"> <li>•Assisting with opening classrooms, offices, and other spaces as directed</li> <li>•Performing other miscellaneous tasks as needed and unique to a given department or office</li> <li>•Assisting with general crowd control duties during external or internal events on campus</li> </ul> <p><b><u>Competencies and Skills Required:</u></b></p> <ul style="list-style-type: none"> <li>•Good communication skills.</li> <li>•Good computer skills and knowledge</li> <li>•Good typing and filing skills.</li> <li>•Good organizational skills.</li> <li>•Pleasant customer services skills.</li> <li>•Must deal tactfully and courteously with students and the general public.</li> <li>•Good attendance; must be punctual.</li> </ul>				

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<p><b>Student Worker Title V ExCEL</b></p>	<p><b><u>General Description:</u></b> The ExCEL Leader will assist students and faculty in the Innovation Center and/or Education Incubator to provide training and ensure the safe and proper usage of equipment and software. Students will also assist in the sanitization and maintenance of equipment and collaborate with Title V staff on projects related to these spaces. Student workers must be enrolled in an academic program (Education, Business, and Graphic Design) supported by Title V ExCEL. Student workers will perform duties under the direct supervision of a full time Union College employee.</p> <p><b><u>Terms of Employment:</u></b> Part-Time: Up to 20 hours per week for student workers under Federal Work Study (FWS), and up to 29 hours per week for Student Workers under department budgets.</p> <p><b><u>Competencies and Skills Required:</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge and passion for using technological tools, software, and equipment.</li> <li>• Exhibits exceptional collaboration with team members</li> </ul>	<p><b><u>Characteristics, Duties, and Responsibilities:</u></b> Duties may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Track student and faculty sign-in's and equipment usage in the Innovation Center and/or Education Incubator.</li> <li>• Assist staff in the daily operations of the Innovation Center and/or Education Incubator.</li> <li>• Collaborate with the Title V ExCEL staff, Innovation Center staff, and Academic Specialists on various projects related to the Innovation Center and/or Education Incubator.</li> <li>• Operating, and maintaining the Innovation Center and/or Education Incubator equipment/tools/software.</li> <li>• Ensure safety in the Innovation Center and/or Education Incubator through proper use of tools, proper occupancy levels, etc.</li> <li>• Assist students and faculty with equipment/tools/software in the Innovation Center and/or Education Incubator.</li> </ul>	<p>Cranford+D35</p>	<p>Title V ExCEL</p>	<p>Sarah Cunha Title V Project Director (908) 497-4279</p>	<p><a href="mailto:sarah.cunha@ucc.edu">sarah.cunha@ucc.edu</a></p>

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<p><b>Student Worker Title V ExCEL (Cont'd)</b></p>	<p>•Ability to deliver quality customer service to students and faculty. •Effective communication, presentation, and interpersonal skills. •Willingness to learn new hardware and software tools and desire to teach others. •Responsible and dependable (strong attendance record including arriving on time).</p> <p><b><u>Physical Demands and Work Environment:</u></b></p> <p>•This position’s duties are normally performed in a typical interior/residence work environment, based on the activity scheduled. •Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds. •No or very limited exposure to physical risk.</p>	<p>•Regular cleaning and sanitization of equipment and the general room of the Innovation Center and/or Education Incubator. •Assist in the creation of instructional/tutorial videos and materials documenting the activities that occur in the Innovation Center and/or Education Incubator. •Manage inventory/reporting for the equipment and materials in the Innovation Center and/or Education Incubator. •Assist in demos, workshops, and training sessions. •Participate in Title V training/workshops and professional development opportunities. •Create labeling and signage for organizational structure in the Innovation Center and/or Education Incubator. •Share StudentLingo resource with students. •Assist in social media for the Innovation Center and/or Education Incubator.</p>				

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<p><b>Food Pantry and Owl's Boutique Student Assistant</b></p>	<p>The Union College of Union County, NJ Campus's Food Pantry provides supplemental food assistance to students who are in need. The program's goal is to reduce food insecurity for students while simultaneously increasing academic performance and student retention. The Owls' Boutique is a walk-in clothing closet, welcome to all students in need of professional attire. Whether it be for an interview, job fair, internship or any other professional setting, the Owl's Boutique offers a wide range of sizes and styles to help any student look their best and be career ready.</p> <p><b>Key Areas of Responsibility:</b> Support Union College's Social Workers with managing the campus Food Pantry and Owl's Boutique with tasks such as:</p> <ul style="list-style-type: none"> <li>•Assist students with check-in process and administering surveys that track use of pantry and closet.</li> <li>•Provide assistance with food pantry or Owl's Boutique outreach programs and events.</li> <li>•Assist with unloading, shelving, stocking, organizing and storing of food and clothing donations and deliveries.</li> <li>•Maintain a positive, supportive attitude and disposition with students.</li> <li>•Assist with inventory management and tracking.</li> </ul>	<p>Knowledge, Skills, and Abilities/Job Requirements:</p> <ul style="list-style-type: none"> <li>•Must have Federal Work-Study to apply.</li> <li>•Ability to maintain confidentiality.</li> <li>•The ability to meet physical demands of lifting to 30 lbs.</li> <li>•Excellent organizational skills: keeping shelves and other storage areas neat and clean.</li> <li>•Provide customer service in a professional and courteous manner.</li> </ul> <p><b>Terms of Employment:</b> Under Federal Work-Study: Part-time, up to a total of 20 hours per week when classes are in session and 35 hours (with an hour unpaid lunch) when classes are not in session.</p> <p><b>Physical Demands and Work Environment:</b></p> <ul style="list-style-type: none"> <li>•This position's duties are normally performed in a typical interior/residence work environment, based on the activity scheduled.</li> <li>•Some physical effort is required; however, the employee must occasionally lift and/or move up to 30 lbs.</li> </ul>	<p style="text-align: center;">Cranford</p>	<p style="text-align: center;">Dean of Students</p>	<p style="text-align: center;">Tiffany Douglas, Student Services Specialist/Social Worker (908) 709-7581</p>	<p style="text-align: center;"><a href="mailto:tiffany.douglas@ucc.edu">tiffany.douglas@ucc.edu</a></p>

## Open Student Positions at Union College (Fall 2024 - Spring 2025)

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p style="text-align: center;"><b>Student Worker (Clerical) Registrar's Office</b></p>	<p>Student Worker is a general clerical employee, hired in various offices on campus to perform support duties under the direct supervision of a full time Union College employee. Terms of Employment: Under Federal Work-Study: Part-Time, up to a total of 20 hours per week when classes are in session and 35 hours (with an hour unpaid lunch) when classes are not in session.</p> <p><b><u>Physical Demands and Work Environment:</u></b></p> <ul style="list-style-type: none"> <li>•This position's duties are normally performed in a typical interior/residence work environment, based on the activity scheduled.</li> <li>•Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.</li> <li>•No or very limited exposure to physical risk.</li> </ul>	<p><b><u>Characteristics, Duties, and Responsibilities:</u></b></p> <p>Duties may include but are not limited to:</p> <ul style="list-style-type: none"> <li>•Linking of student documents</li> <li>•Answering/making telephone calls</li> <li>•Maintaining alphabetical filing of documents and records</li> <li>•Operating basic office equipment including photocopier, fax machine, and paper shredder,</li> <li>•Bulk texting through external software</li> <li>•Data entry</li> <li>•Types labels, letters, memoranda, mailing and postings</li> <li>•Media preparation</li> <li>•Assists with deliveries and interoffice pick up and drop off by staff</li> <li>•Perform other miscellaneous tasks as needed and unique to a given department or office</li> </ul> <p><b><u>Competencies and Skills Required:</u></b></p> <ul style="list-style-type: none"> <li>•Good communication skills.</li> <li>•Good computer skills and knowledge</li> <li>•Good typing and filing skills.</li> <li>•Must deal tactfully and courteously with students and the general public.</li> <li>•Good attendance; must be punctual.</li> <li>•Good organizational skills.</li> <li>•Pleasant customer services skills.</li> </ul>	<p style="text-align: center;">Elizabeth and Cranford</p>	<p style="text-align: center;">Registrar's Office</p>	<p style="text-align: center;">Joanna Vasquez Associate Registrar (908)965-2353</p> <p style="text-align: center;">Shelby Miller, Associate Registrar 908-709-7121</p>	<p style="text-align: center;"><a href="mailto:joanna.vasquez@ucc.edu">joanna.vasquez@ucc.edu</a></p> <p style="text-align: center;"><a href="mailto:shelby.miller@ucc.edu">shelby.miller@ucc.edu</a></p>

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Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p><b>Student Worker - Media Services - AV Assistant</b></p>	<p>Audio-Visual Assistants Perform the Following Duties:</p> <ul style="list-style-type: none"> <li>•Answering phones</li> <li>•Data Entry</li> <li>•Regular “sweeps” of classroom audio-visual equipment</li> <li>•Providing faculty &amp; staff with basic audio-visual support.</li> <li>•Delivering, setup and retrieving of audio-visual equipment on campus</li> <li>•Basic live sound for campus events and projects</li> <li>•Basic video recording &amp; editing for campus events and projects.</li> </ul>	<ul style="list-style-type: none"> <li>•Great attitude</li> <li>•Dependable</li> <li>•Good attendance; must be punctual.</li> <li>•Pleasant customer services skills.</li> <li>•Ability to follow instructions.</li> <li>•Ability to work independently.</li> <li>•Ability to work as part of a team.</li> </ul> <p><b><u>SKILLS</u></b></p> <ul style="list-style-type: none"> <li>•Basic Proficiency with Microsoft office</li> <li>•Familiar with both Mac OS &amp; Windows operating systems</li> <li>•Knowledge using audio &amp; video equipment.(We can teach you the specifics)</li> <li>•Basic Video editing is a plus</li> <li>•Photoshop and graphic design is a plus.</li> </ul> <p><b><u>Terms of Employment:</u></b> Under Federal Work-Study: Part-Time, up to a total of 20 hours per week when classes are in session and 35 hours (with an hour unpaid lunch) when classes are not in session.</p>	<p style="text-align: center;">Cranford, NJ</p>	<p style="text-align: center;">Media Services</p>	<p style="text-align: center;">Keith Vic Daniels Audio Visual Technician-Coordinator (908) 497-4280</p>	<p style="text-align: center;"><a href="mailto:keith.daniels@ucc.edu">keith.daniels@ucc.edu</a></p>



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<p><b>Student Worker - Media Services - Student Studio Assistant</b></p>	<p>The Studio Assistant position is ideal for students interested in audio production or a related field. We are a “customer service” oriented department so being able to collaborate and work well with others is necessary. Students in this role would also assist Media Services staff during college events and projects. This can mean tasks such as production set up, camera and audio mixer operation, and equipment breakdown. Studio Assistants Perform the Following Duties:</p> <ul style="list-style-type: none"> <li>•Manage daily schedule of recording studio for projects and rehearsals.</li> <li>•Maintenance of basic equipment, wrapping cables, storing microphones, setting mic stands, connecting audio cables.</li> <li>•Assist students/faculty with recordings.</li> <li>•Perform daily equipment and system tests for reliability.</li> <li>•Report to Media Services staff of any malfunctioning equipment.</li> </ul>	<ul style="list-style-type: none"> <li>•Great attitude</li> <li>•Dependable</li> <li>•Good attendance; must be punctual</li> <li>•Pleasant customer services skills</li> <li>•Ability to follow instructions</li> <li>•Ability to work independently</li> <li>•Ability to work as part of a team</li> </ul> <p><b><u>SKILLS</u></b></p> <ul style="list-style-type: none"> <li>•Basic Proficiency with audio recording equipment and microphones</li> <li>•Familiarity with both Mac OS and Windows operating systems</li> <li>•Knowledge of using audio and video equipment. (We can teach you the specifics)</li> <li>•Familiarity with Yamaha TF series audio console is a plus.</li> </ul>	<p>Cranford</p>	<p>Media Services</p>	<p>Patrick Gallagher Director of Media Services (908) 709-7081</p>	<p><a href="mailto:gallagher@ucc.edu">gallagher@ucc.edu</a></p>
<p><b>Student Worker - Media Services - AV Assistant (Cont.)</b></p>		<p><b><u>Physical Demands and Work Environment:</u></b></p> <ul style="list-style-type: none"> <li>•This position’s duties are normally performed in a typical interior/residence work environment, based on the activity scheduled.</li> <li>•Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.</li> <li>•No or very limited exposure to physical risk.</li> </ul>				

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<b>Nest Mentor</b>	<p>Under direct supervision, the NEST Mentor will perform duties requiring tutoring, guiding, participating in, and introducing students to activities. Accompanying students to the café, athletic events, activities. Help students with assignments they are able and/or take students to the ALC for tutoring.</p>	<p><b><u>Competencies and Skills Required:</u></b>                      -Good communication skills                      -General computer skills and knowledge                      -Good organizational skills                      -Knowledge of customer service                      -Ability to deal tactfully and courteously with students                      -Reliable, dependable, punctual, friendly                      -Ability to break down complicated ideas into simpler terms</p> <p><b><u>Terms of Employment</u></b>                      20 hrs a week                      Eligible for community service endorsement</p> <p><b><u>Physical Demands and Work Environment</u></b>                      Work is performed within the confines of UC of UCNJ. Moving throughout the campus to classrooms, library, student commons, and gym.</p> <p><b><u>Qualifications:</u></b>                      Cumulative 2.75                      Psychology 101 B+</p>	Cranford Campus	Center for Adult Transitions (NEST)	Kathleen Clarke-Anderson 908-497-4395	<p><a href="https://fs7.formsite.com/H78xvv/y5cq2tiuxp/index">https://fs7.formsite.com/H78xvv/y5cq2tiuxp/index</a></p> <p>kathleen.clarke-ande@ucc.edu</p>
<b>Nest Mentor (Cont)</b>		<p>Ability to participate in workshops.                      Ability to work with a diverse population.                      Ability to be assertive                      Ability to work effectively with minimal supervision.</p> <p><b><u>Terms of Employment:</u></b>                      Part time up to a total of 20 hrs per week when classes are in session and 35 hrs with an hour unpaid lunch when classes are not in session.</p>				

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<p><b>ExCEL Leader – Graphic Design</b></p>	<p><b>Characteristics, Duties, and Responsibilities:</b>                      The ExCEL Leader – Graphic Design will collaborate with UCNJ College Relations department designing marketing initiatives with experienced designers. Students must be enrolled in an academic program (Graphic Design) supported by Title V ExCEL and preferably register for the FIA 290 course. Student workers will perform duties under the direct supervision of a full-time UCNJ employee</p> <p><b>Characteristics, Duties, and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>•Fulfill all academic and practical components as outlined in FIA 290 course curriculum.</li> <li>•Design art and layouts for marketing initiatives using industry-specific software including Adobe InDesign, Illustrator, Photoshop, and MS Office suite.</li> <li>•Participate in design team meetings, helping with design projects and social media, conducting client research, and collaborating with experienced designers.</li> <li>•Create designs in line with UCNJ branding and marketing standards.</li> </ul>	<p><b>Competencies and Skills Required:</b></p> <ul style="list-style-type: none"> <li>•Knowledge and passion for using technological tools, software, and equipment.</li> <li>•Exhibits exceptional collaboration with team members.</li> <li>•Ability to deliver quality customer service to students and faculty.</li> <li>•Effective communication, presentation, and interpersonal skills.</li> <li>•Willingness to learn new hardware and software tools and desire to teach others.</li> <li>•Responsible and dependable (strong attendance record including arriving on time).</li> </ul> <p><b>Terms of Employment:</b>                      Part-Time position.                      Student must receive approval from the Division Dean for enrollment in FIA 290. This role is aligned to fulfill the requirements of FIA 290. Student must have access to Adobe Creative Suite through concurrent enrollment in FIA 104, 125, 130 or 230.</p>		<p>Title V ExCEL</p>	<p>Sarah Cunha, Title V ExCEL Project Director                      (908) 709-4279</p>	<p><a href="mailto:sarah.cunha@ucc.edu">sarah.cunha@ucc.edu</a></p>

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<p><b>ExCEL Leader – Graphic Design (Cont.)</b></p>	<ul style="list-style-type: none"> <li>•Create drafts and final designs, pitch creative ideas, collaborate with team members, and incorporate feedback to improve designs.</li> <li>•Support the development of overall design concepts for events, campaigns, and promotions.</li> <li>•Other duties as assigned</li> </ul>	<p><b><u>Physical Demands and Work Environment:</u></b></p> <ul style="list-style-type: none"> <li>•This position’s duties are normally performed in a typical interior/residence work environment, based on the activity scheduled.</li> <li>•Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.</li> <li>•No or very limited exposure to physical risk.</li> </ul>				