Open Student Positions at Union County College

Position Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Managers	Contact Information
Off Campus Tutor	Student worker will serve as a tutor and homework assistant	Must be able to work well with children and teenagers Must be a UCC financial aid elgibile student Must have or obtain their CPR/AED and First Aid Certificates	Restore Minstries, Inc. 1161 E. Jersey St. Elizabeth, NJ	Financial Aid	Teri Boyle, Fiancial Aid 908-709-7494	boyle@ucc.edu
Peer Tutors for Spring 2017, Summer I and II, and Fall 2017	Peer tutors at Union County College work in the Academic Learning Centers with currently enrolled students who seek assistance on various courses. 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. Hours are scheduled based upon student availability and anticipated course need. Tutors must meet academic criteria and be willing to attend tutor training sessions for staff development	Completed 12 transferrable credits at Union County College 3.0 cumulative GPA or higher 3.5 or higher in subjects tutored Computer tutors have to have taken CST100	McKay Library Cranford Campus	Academic Learning Center	Jose Paez-Figueroa, Asst. Director of ALC 908-709-7084 Nora Babos, Office Manager 908-709-7528	alc@ucc.edu
Student Worker (Owl Assistant)	Come work on a fun team & wear a GREEN SHIRT in the Student Services Center! Owl Assistants meet many new people by helping students make a successful transition to college while improving their customer service skills. Other daily tasks include working at the check-in kiosks, phones, & assisting with various office needs.	Interview required & students must be eligible for Federal Work Study. Long periods of standing are often required at the kiosk.	Cranford, Elizabeth, & Plainfield Student Development Centers	One Stop Operations (Student Development Center)	Lisa Ginder, Donnell Clement, & Shelby Miller	lisa.ginder@ucc.edu

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Leap Leader	LEAP Leaders are expected to: • Attend LEAP Leader training in the summer and spring semesters • Attend each class of their assigned English class section • Utilize the UCC email to correspond with students, faculty, and LEAP Leader Liaison • Check UCC email 3 times per week at a minimum • Learn each student's name in the class • Meet with each student at least twice per month during the semester; this meeting can be through email, in person, or over the phone • Follow up with students who are absent from class • When possible, help students with individual assignments and any specific problems or challenges they might have over the course of the semester • Refer students to appropriate college resources	• Good communication skills • General Microsoft Office skills and knowledge of internet and library research tools • Good organizational skills • Must deal tactfully and courteously with students, staff and faculty	LEAP Department MacKay Library Cranford Campus & Kellogg Building Elizabeth Campus	LEAP Program	Elda Hernandez 908-659-5173	elda.hernandez@ucc.edu

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Position Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Managers	Contact Information
Student Worker Grants Office	Duties may include but are not limited to: • Researching and summarizing government and private funding opportunities • Writing and editing correspondence, press releases and other materials in close supervision of the Grants Director • Compiling statistics, creating charts and graphs • Copying, filing and organizing paper and electronic files	Terms of Employment: • Excellent command of English. • Good communication skills. • General Microsoft Office skills and knowledge of internet and library research tools • Good filing skills. • Good organizational skills. • Pleasant customer services skills. • Must deal tactfully and courteously with students, staff and the general public. • Above average writing skills & ability to multi-task Preferred: Min. 2nd-year student Min. 3.0 GPA or better	Foundation House Cranford Campus	Grants Dept.	Cheryl Shiber 908-709-7511	cheryl.shiber@ucc.edu

Open Student Positions at Union County College

Position Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Managers	Contact Information
Student Worker Clerk	•Greet people and be able to direct them to other offices if necessary •Answering/making telephone calls •Maintaining alphabetical filing of documents and records •Operating basic office equipment including photocopier, fax machine, and paper shredder •Data entry •Types labels, letters, memoranda, mailing and postings •Media preparation •Assists with deliveries and interoffice pick up and drop off by staff •Perform other miscellaneous tasks as needed and unique to a given department or office	• Good communication skills. • General computer skills and knowledge • Good typing and filing skills. • Good organizational skills. • Pleasant customer services skills. • Must deal tactfully and courteously with students and the general public. • Good attendance; must be punctual.	Science Building Cranford Campus	STEM Division	Dr. Liesl B. Jones	liesl.jones@ucc.edu
Student Worker Microbiology Lab Assistant Summer Session I & II	Duties may include but are not limited to: • Glassware cleanup • Assist with breakdown, cleaning, and setup of labs each week • Media preparation (includes training on some basic instrumentation) • Bacterial cultures labeling. • Perform other miscellaneous tasks as needed and unique to a given department or office. Part-Time up to 19 hours per week. This position requires approximately 4 hours per week.	• Some Science background preferred • Good communication skills. • General computer skills and knowledge • Good organizational skills. • Must deal tactfully and courteously with students and the general public. • Must be able to tolerate strong smells and understand the necessary precautions that are part of a Microbiological laboratory. • Flexible with schedule but good attendance is a must.	Cranford	STEM Division	Dr. Liesl B. Jones	liesl.jones@ucc.edu

Open Student Positions at Union County College

Position Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Managers	Contact Information
College Life Student Worker	The office of College life is an innovative department focused on creating change and developing growth within the student community in Union County College. With various involvement opportunities, the office continuously strives to educate and provide leadership, community service, game room activities, and athletic connections. The position requires the selected student worker to participate in training in order to be educated in customer service, clerical work and all aspects of both the Elizabeth and Cranford offices of College Life. **TYPICAL DUTIES:** • Assist with College Life programs/events • Occasional late nights required for special events • Advertise and market College Life events • Create flyers for programs/events and update social media • Advertise events at promotional tables • Provide students with general knowledge to navigate the campus and join student clubs/organizations • Aid the Student Government Association with programming • Provide excellent customer service at	• Must be have access to Federal Work Study aid • Must possess a willingness to become involved with the LEAP program • Must possess the maturity, self-confidence, and patience to help fellow students • Strong interpersonal, organizational and time management skills. • Proficient in Microsoft Office, Social Media and Internet Explorer • Strong written and verbal communications skills • Must be available for staff training and meetings **QUALIFICATIONS**: • Currently enrolled student • Successful completion of twelve (12) transferable credits at Union • Cumulative GPA of 2.5 or higher • Positive attitude in the office	Elizabeth	College Life	Auraine Scott/Stephanie Martinez	auraine.scott@ucc.edu stephanie.martin1571@ucc.edu

Open Student Positions at Union County College

Position Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Managers	Contact Information
Media Service Student Worker Job Description (A.V. Aide)	Student responsibilities include: Delivering and picking up of audio visual equipment in classroom, such as CD/Cassette players. Operation of Studio cameras, teleprompter display and lighting boards in studio as well as Theatre. The student will also answer Media service phones and assist Faculty, staff and students in reserving equipment for classroom use. Office filing and assistance in duplication and copying of media for college use. Assistance to Faculty, Staff and students in the operation and troubleshooting of the equipment in the campus's Tech. classrooms, Theatre and Common's sound system along with unlocking Tech Pods , and general office work.		Cranford Campus	Media Services	Robert Vasak 908-497-4280	vasak@ucc.edu

Open Student Positions at Union County College

Position Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Managers	Contact Information
Student Worker	Duties may include but are not limited to: • Greet people and be able to direct them to other offices if necessary • Answering/making telephone calls • Maintaining alphabetical filing of documents and records • Operating basic office equipment including photocopier, fax machine, and paper shredder • Data entry • Types labels, letters, memoranda, mailing and postings • Media preparation • Assists with deliveries and interoffice pick up and drop off by staff • Perform other miscellaneous tasks as needed and unique to a given department or office **Terms of Employment:** Part-Time up to 20 hours per week	• Good communication skills. • General computer skills and knowledge • Good typing and filing skills. • Good organizational skills. • Pleasant customer services skills. • Must deal tactfully and courteously with students and the general public. • Good attendance; must be punctual.	Cranford Campus	Student Development - Veterans Lounge	Paul Belmonte (908) 709-7133	pbelmonte@ucc.edu
Chemistry Lab Assistant Fall 2017	Duties may include but are not limited to: - Assist with preparation of supplies for lab classes - Assist with setup, breakdown, and cleaning of labs - Restock lab supplies - Wash glassware - Perform other miscellaneous tasks as needed - Part-time, days. Hours/week to be determined	- Some chemistry background required - Good communication and organizational skills - Must understand and comply with all laboratory safety regulations - Must deal courteously with students, faculty and lab staff - Good attendance is essential	Cranford Campus	STEM Division	Dr. Liesl B. Jones (908) 709-7465	liesl.jones@ucc.edu

Open Student Positions at Union County College

Position Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Managers	Contact Information
Student Worker (Clerical) Continuing Education	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 County College employee. **Duties may include but are not limited to:** • Greet people and be able to direct them to other offices if necessary • Answering/making telephone calls • Maintaining alphabetical filing of documents and records • Operating basic office equipment including photocopier, fax machine, and paper shredder • Data entry • Types labels, letters, memoranda, mailing and postings • Media preparation • Assists with deliveries and interoffice pick up and drop off by staff • Perform other miscellaneous tasks as needed and unique to a given department or office	• Good communication skills. • General computer skills and knowledge • Good typing and filing skills. • Good organizational skills. • Pleasant customer services skills. • Must deal tactfully and courteously with students and the general public. • Good attendance; must be punctual. • Bilingual	Cranford Campus	Continuing Education (ConEd)	Joanne Kula (908) 709-7602	joanne.kula@ucc.edu
Athletic Contest Assistants	Assist with all aspects of game day set-up and game coverage.	• Must be reliable and able to work from 2:30 PM – 6:30PM • Must have own transportation • Should have a liking for sports • Available to cover 2-3 games per week • Available on Saturday's and or Sunday's	• Warinaco Park • Snyder Ave Field Berkeley Heights • Cranford Gymnasium	• College Life	• Rebecca May • Marbely Montas	Rebecca.may@ucc.edu Marbely.montas@ucc.edu

Open Student Positions at Union County College

Position Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Managers	Contact Information
Student Aide - Career Services	Student Aide in Career Services will be the greeter in the Career Services Center in Elizabeth, will assist in Career Services events, and will assist in employer/student/alumni outreach **Eligibility for Hire:** • Eligible for Federal Work Study funds or LEAP Grant Funding • 3.0 or higher GPA • 2" semester student at minimum • Enrolled full-time at the College on a continuous basis **Physical Demands and Work Environment:** • This position's duties are normally performed in a typical interior/residence work environment, based on the activity scheduled **Terms of Employment:** Part-Time up to 20 hours per week	• Bi-lingual candidate a plus, but not required • General Microsoft Office Suite skills, including: o Microsoft Word o Microsoft Excel o Microsoft PowerPoint o Microsoft Publisher • High level of professionalism • Knowledge of internet and library research tools • Must work tactfully and courteously with students, staff, faculty, alumni, and external stakeholders • Strong communication and organizational skills • Willingness to learn new career-related software	Cranford Campus	Career Services	Robert Case - Director, Career Services (908) 965-2993	robert.case@ucc.edu

Current as of 11/12/2018

Open Student Positions at Union County College

Position Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Managers	Contact Information
Architecture ACAD /Lab - Federal Work Study	- Responsible for general maintenance of Architecture Labs and equipment. - Supervises and assists students in the use of the Architecture CAD lab programs and printing as needed. - Assist with Architecture lab setup, repair, breakdown and cleaning of labs each week. - Media preparation (some computer training of specialized lab equipment needed). - General office skills, operate basic equipment and other miscellaneous tasks related to CAD lab operations. - Reports to Engineering Lab Coordinator and/or Architecture/Engineering faculty	- Must be an Architecture Major (preferred) or Engineering with recent CAD knowledge - Good attendance is a must, flexible schedule - Assist students with CAD program, including print and various specialized printing media - Pleasant and patient attitude when dealing with students and general public **Terms of Employment:** Approximately 10 -20 hrs. /week Flexible schedule	Cranford Campus	Architecture: Engineering/Technologies/Architecture STEM Division	Dori Vicente, Architecture Faculty (908) 709-7026 Lois Hely, Lab Coordinator (908) 709-7559	Vicente@ucc.edu

Open Student Positions at Union County College

Position Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Managers	Contact Information
Student worker - Project Assistant	Under the direction of the Professor Amy Boyd, the student worker will primarily aid the Mathematics Online Video Microlectures Project, funded under the First in the World grant. Each student will be assigned a specific microlecture, in which they will be responsible for designing all graphics, animations and documents to support the modules of microlecture for Professor Boyd's recording. Additionally, students will be given pre-recorded videos to edit and render. As a capstone project, each student will fully write, record, edit and produce one microlecture, which will be included in the module. **Terms of Employment:** 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, with a maximum of 35 hours per week during vacation periods.	• Completion of MAT-155 (MAT-143 and MAT-144) or higher. Preferably, completion of MAT-271 or higher. Completion of MAT-119, will be considered for students with animation or ASL experience. • Knowledge of Functional Analysis, Trigonometry, Parametric Equations, and Polar Coordinates/Functions. • Research advanced methodologies for adapting equations and functions into animation. • Fundamentals of coding and algorithm design, with attention to detail. • Fundamentals of graphics and animation. • Fundamentals of writing, recording, editing and producing short video format. • Experience in ASL Translation with respect to closed captioning. • Ability to actively and professionally work within a multi-discipline design team, while managing individual	Elizabeth campus	STEM (AMP UP)	Dr. Mary X Ho 908-497-4239 Amy Boyd 908-965-2998	aboyd@ucc.edu mary.ho@ucc.edu