

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	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 eligible student Must have or obtain their CPR/AED and First Aid Certificates	Restore Ministries, Inc. 1161 E. Jersey St. Elizabeth, NJ	Financial Aid	Teri Boyle, Financial Aid 908-709-7494	boyle@ucc.edu
Peer Tutors for Spring 2019, Summer I and II, and Fall 2019	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 donnell.clement@ucc.edu shelby.miller@ucc.edu

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p>Library Student Assistants</p>	<p>Assist Circulation Staff in maintaining the order of the library collections and the circulation of its items. Duties include, but are not limited to:</p> <ul style="list-style-type: none"> -Provide lending and receiving circulation desk services. - Shelve and maintain circulating, reference, media and periodical collections - Monitor study areas for unused resources - Monitor and operate copy machines - Retrieve items for patrons - Assist patrons with copiers, laptops and tablets - Assist with resource processing as directed - Provide other library-related patron services as needed. <p>(Maximum of 10 Hours per week). Willingness to work a flexible schedule including days, evenings, and weekends. Closed on Sundays</p>	<ul style="list-style-type: none"> - Good oral and written English communication skills and good listening skills - Excellent customer service skills (approachable, courteous, patient) - Willingness to work with a diverse customer base - Ability to work with detail - Ability to multi-task with a minimum of supervision - Ability to lift 25 lbs. and push a loaded book cart. - Ability to reach high shelves (step stool use) - Ability to reach low shelves (kneeling & bending) - Willingness learn the Dewey Decimal call number system 	<p>MacKay Library Cranford Campus</p>	<p>Learning Resources</p>	<p>Patricia Reilly 908-709-7019</p>	<p>patricia.reilly@ucc.edu</p>

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
Student Worker Grants Office	Duties may include but are not limited to: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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
Student Worker Clerk	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
Student Worker Microbiology Lab Assistant for SSI 2019, SSII 2019, and Fall 2019	Duties may include but are not limited to: <ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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	Karen Ryan STEM Division, Rm S-204A (908) 709-7096	ryan@ucc.edu

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p style="text-align: center;">College Life Student Worker</p>	<p>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:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Currently enrolled student • Successful completion of twelve (12) transferable credits at Union • Cumulative GPA of 2.5 or higher • Positive attitude in the office 	<p>Elizabeth</p>	<p>College Life</p>	<p>Auraine Scott/Stephanie Martinez</p>	<p>auraine.scott@ucc.edu stephanie.martin1571@ucc.edu</p>

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p style="text-align: center;">College Life Student Worker (Cont.)</p>	<ul style="list-style-type: none"> • 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 the College Life Office • Attend College Life mandatory meetings in Cranford when requested • Conduct general clerical duties • Other duties as assigned by supervisor 					

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p>Student Worker (Clerical) Continuing Education</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 County College employee.</p> <p><u>Duties may include but are not limited to:</u></p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<p style="text-align: center;">Cranford Campus</p>	<p style="text-align: center;">Continuing Education (ConEd)</p>	<p style="text-align: center;">Joanne Kula (908) 709-7602</p>	<p style="text-align: center;">joanne.kula@ucc.edu</p>
<p>Athletic Contest Assistants</p>	<p>Assist with all aspects of game day set- up and game coverage.</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Warinaco Park • Snyder Ave Field <li style="padding-left: 20px;">Berkeley Heights • Cranford Gymnasium 	<ul style="list-style-type: none"> • College Life 	<ul style="list-style-type: none"> • Rebecca May • Marbely Montas 	<p style="text-align: center;">Rebecca.may@ucc.edu Marbely.montas@ucc.edu</p>

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p>Student Aide - Career Services</p>	<p>Student worker will perform various administrative tasks, greet guests who come into the Career Services Center, and assist guests with various career-related tasks.</p>	<p>Eligibility for hire:</p> <ul style="list-style-type: none"> • Must be Federal Work Study-eligible. • 2nd+ semester student • 2.50 GPA or higher • Must be comfortable working with people. • Working knowledge of Microsoft Office 	<p>Career Services Center Kellogg Building Elizabeth Campus</p>	<p>Career Services</p>	<p>Robert Case, Director of Career Services</p> <p>Leanne Applin Student Services Specialist – Career Services</p>	<p>careerservices@ucc.edu</p>
<p>Student Worker - Note Taker</p>	<p>Disability Support Services seeks to hire student note-takers. The student note-taker will support a student’s learning by providing clear and accurate notes as a record of lectures or classes. Note-taker should have a proven record of excellent class attendance as well as proficiency in note-taking.</p>	<ul style="list-style-type: none"> • Produce clear, accurate, typed or neatly hand written notes. • Attend all classes assigned throughout the semester. • Arrive at class on time. • Attention to details of class including class assignments, due dates, and exam dates. • Provide notes to student at the end of the class by email or on paper. • Ability to collaborate and adjust note-taking style based on learning needs of the classroom student. • Communication with the Coordinator of Disability Services as well as the classroom student. <p>Must be federal work study eligible.</p>	<p>Cranford</p>	<p>Disability Support Services</p>	<p>Karen Cimorelli (908) 709-7164</p>	<p>karen.cimorelli@ucc.edu</p>

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
Research Assistant (Student Worker)	<p>Under the direction of the Executive Director of Institutional Research, the Research Assistant compiles data and information, prepares charts and tables, organizes files and supports the Office of Assessment, Planning & Research (APR) as requested. Characteristics, Duties, and Responsibilities:</p> <ul style="list-style-type: none"> • Supports APR with internal/external research and analysis. • Assists APR in coordinating and conducting institutional research projects. • Supports preparation of IPEDS (Integrated Postsecondary Education Data System) reports. • Assists in the development of the Fall and Spring Data Books. • Assists with gathering data to support the academic program review process. • Prepares data for the APR website. • Maintains effective working relationships with staff. • Performs other duties as assigned by the Executive Director of Institutional Research. 	<ul style="list-style-type: none"> • Curiosity • Ability to work independently, to organize, and plan assignments to meet deadlines. • Interest in data collection, analysis and reporting. • Must communicate effectively, orally and in writing. • Ability to handle confidential information discreetly. <p>Terms of Employment: Flexible number of hours (8 to 20 hours/week).</p>	Elizabeth	Assessment, Planning, and Research	Elizabeth Cooner (908) 527-7213	elizabeth.cooner@ucc.edu

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
Student Worker Clerk Distance Education/ Innovation Center	Duties may include but are not limited to: <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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. Terms of Employment: 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.	Cranford Campus	Distance Education/ Innovation Center	Dena Leiter Dean of Learning Resources 908-709-7622	leiter@ucc.edu

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p style="text-align: center;">Peer Tutor (Student worker) Educational Opportunity Fund Program Spring 2019 Semester</p>	<p>Level: Federal Work Study</p> <p>Terms of Employment: Part-time, flexible hours not to exceed 20 hour per week</p> <p>General Description: The peer tutor will assist the coordinator of tutoring in administering academic assistance to EOF students.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Tutor students one-to-one and in groups, in select subjects. 2. Maintain required records of tutoring sessions. 3. Attend orientation and training sessions. 4. Attend scheduled tutoring-staff meetings during semester. 5. Observe the rules and procedures that apply to the tutoring venue and to the tutoring component. 6. Assist the coordinator of tutoring in administering academic workshops and related academic activities. 7. Perform all other duties assigned. 	<p>Qualifications:</p> <p>Education: Should have a cumulative grade point average of 2.5 in all subjects and 3.0 in subjects of tutoring. The ability to use Microsoft Word and Excel.</p> <p>Interpersonal and cognitive skills: 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 style="text-align: center;">Elizabeth / Cranford campus</p>	<p style="text-align: center;">Educational Opportunity Fund Program</p>	<p style="text-align: center;">EOF Coordinator of tutoring</p>	<p style="text-align: center;">Application: (Spring 19 EOF Tutor Application) https://fs30.formsite.com/UCCEO F/form73/index.html</p>

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p style="text-align: center;">Student Ambassador (Student Worker) Communications Center</p>	<p style="text-align: center;"><u>General Description:</u> Under direct supervision performs duties relating to the policies and procedures concerned with the recruitment, admission and enrollment of prospective students and re-enrollment of current students.</p> <p style="text-align: center;"><u>Characteristics, Duties, and Responsibilities:</u></p> <ul style="list-style-type: none"> • Answers phones • Makes calls and e-mails • Supports Office Mailings • Maintains Campus Display Racks • Maintains Promotional Material Inventory <ul style="list-style-type: none"> • Data Entry on PC • Provides Campus Tours • Supports Recruitment Events Off-Campus <ul style="list-style-type: none"> • Supports Open House Activities, Orientations and Receptions • Supports Office Hours Coverage 	<p style="text-align: center;"><u>Competencies and Skills Required:</u></p> <ul style="list-style-type: none"> • Good communication skills. • General computer skills and knowledge • Good typing and filing skills. • Good organizational skills. • Pleasant customer services skills. <ul style="list-style-type: none"> • Must deal tactfully and courteously with students and the general public. • Good attendance; must be punctual. <p style="text-align: center;"><u>Terms of Employment</u> 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 style="text-align: center;">Cranford Campus</p>	<p style="text-align: center;">Communications Center</p>	<p style="text-align: center;">Phyllis Mirabella (908) 497-2280</p> <p style="text-align: center;">Rebecca Royal 908-709-7042</p>	<p style="text-align: center;">phyllis.mirabella@ucc.edu rebecca.royal@ucc.edu</p>

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p>Project Assistant (Student Worker) Beginning Summer II, 2019 thru Upcoming Academic Year</p>	<p>General Description: 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.</p> <p>Characteristics, Duties, and Responsibilities: Duties may include but are not limited to:</p> <ul style="list-style-type: none"> • Editing and rendering pre-recorded microlectures. • Designing graphics and animations to be included in microlectures. • Write documentation, including graphics to support microlecture modules. 	<ul style="list-style-type: none"> • 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. 	Elizabeth Campus	STEM (AMP UP)	Dr. Mary Ho 908-497-4239	mary.ho@ucc.edu

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p style="text-align: center;">(Cont.) Project Assistant (Student Worker) Beginning Summer II, 2019 thru Upcoming Academic Year</p>	<ul style="list-style-type: none"> • Fully write, edit and produce one microlecture. • Edit, research and make recommendation for closed captioning to meet ADA requirements. • Operating basic office equipment including photocopier, fax machine, and paper shredder • Perform other miscellaneous tasks as needed and unique to a given department or office. <p><u>Terms of Employment:</u> 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.</p> <p>The expected hours for this position are 8 to10 hours per week per semester</p>	<ul style="list-style-type: none"> • Ability to actively and professionally work within a multi-discipline design team, while managing individual responsibility to the project within given time-frame. • Microsoft Office: Word, Excel, PowerPoint. • Good communication skills. • General computer skills and knowledge • Good organizational and filing skills. • Good attendance; must be punctual. 				
<p style="text-align: center;">Student Worker Clerk</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 County College employee. Duties may include but are not limited to:</p> <ul style="list-style-type: none"> • Clerical work • Answer phones • Distribute mail • Filing Assistance 	<ul style="list-style-type: none"> • 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. • Some accounting classes or accounting background preferred. 	Cranford	Controller's Dept.	Jacqueline Jarosz	jacqueline.jarosz@ucc.edu

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p>Printing Services Student Worker</p>	<p>General Description: Responsible for assisting in all aspects related to Printing Services' daily operations related to providing quality duplicated materials for the College in an economical, efficient and timely manner.</p> <p>Education: •High School degree required.</p> <p>Preferred Experience: •No experience required</p> <p>Physical Demands and Work Environment: •This position's duties are normally performed in a typical interior/residence work environment, based on the activity scheduled. •Must be able to stand for long periods of time; constant movement is typical throughout the work day. •Physical effort required. The employee must be capable of lifting and/or moving up to 75 pounds. •No or very limited exposure to physical risk.</p>	<p>Competencies and Skills Required:</p> <ul style="list-style-type: none"> •Must be able to read, write, speak and understand the English language. •Must be able to work independently, quickly and accurately in a fast paced, high-volume, quality and production environment. •Must be quality-oriented and able to produce materials in accordance to College Standards reflecting the College in a professional and positive manner. •Must be able to meet tight deadlines and work under related pressures. •Must be able to multi-task in a production environment. •Must be able to safely operate, recognize & report safety issues related to a production environment. •Must be able to demonstrate maturity and tact when handling confidential materials. 	<p style="text-align: center;">Cranford campus</p>	<p style="text-align: center;">Print Shop</p>	<p style="text-align: center;">William Salus (908) 497-4333</p>	<p style="text-align: center;">salus@ucc.edu</p>

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p>Printing Services Student Worker (Cont.)</p>		<ul style="list-style-type: none"> •Must be customer service oriented with the College Community; must be able to handle customers professionally and positively manner. Physical Demands and Work Environment: •This position's duties are normally performed in a typical interior/residence work environment, based on the activity scheduled. •Must be able to stand for long periods of time; constant movement is typical throughout the work day. •Physical effort required. The employee must capable of lifting and/or moving up to 75 pounds. •No or very limited exposure to physical risk. 				