

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	Erika Fuentes Student Services Specialist (908) 709-7997	fuentes@ucc.edu
Peer Tutors for Fall 2020, Spring 2021, Summer I and II	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	MacKay Building 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,	lisa.ginder@ucc.edu donnell.clement@ucc.edu

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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
Athletic Contest Assistants	Assist with all aspects of game day set- up and game coverage.	<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 	to be Determined	<ul style="list-style-type: none"> • College Life 	Shawn Noel 908-709-7495	shawn.noel@ucc.edu

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<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 style="text-align: center;">Cranford</p>	<p style="text-align: center;">Disability Support Services</p>	<p style="text-align: center;">Karen Cimorelli (908) 709-7164</p>	<p style="text-align: center;">karen.cimorelli@ucc.edu</p>

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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

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<p>Peer Tutor (Student worker) Educational Opportunity Fund Program Fall 2020 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: 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>	<p>Qualifications: 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;">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: (Fall 2020 EOF Tutor Application) https://fs30.formsite.com/UCCEOF/f9jqcrykoq/index.html</p>

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<p>Student Worker Biology/ Chemistry</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>Characteristics, Duties, & Responsibilities:</u> Duties may include but are not limited to:</p> <ul style="list-style-type: none"> •Maintaining alphabetical filing of documents and records •Operating basic office equipment including photocopier, fax machine, and paper shredder •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 •Helping with setting up the labs/taking labs down •Assisting with inventory •Washing dishware/putting away glassware •Maintaining security of the laboratory •Knowledge in some basic scientific instrumentation •Perform other miscellaneous tasks as needed per bio/chem labs 	<p><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. •Must deal tactfully and courteously with students and the general public. •Good attendance; must be punctual. •Some basic knowledge in science (biology/chemistry/nursing) •Flexible with schedule <p><u>Terms of Employment:</u> 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><u>Physical Demands and Work Environment:</u></p> <ul style="list-style-type: none"> •This position’s duties are normally performed in a typical interior/residence work environment, based on the activity scheduled. 	<p>Elizabeth campus</p>	<p>Biology / Chemistry</p>	<p>Beata Mourad (908) 965-6083</p>	<p>mourad@ucc.edu</p>
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<p>Biology/Chemistry Cont.</p>		<ul style="list-style-type: none"> •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. 				
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<p>Student Worker (Clerical)</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 County College employee.</p> <p><u>Duties may include but are not limited to:</u></p> <ul style="list-style-type: none"> •Linking of student documents •Answering/making telephone calls •Maintaining alphabetical filing of documents and records •Operating basic office equipment including photocopier, fax machine, and paper shredder, •Bulk texting through external software •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. •Good 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. <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>Candidate will need to complete a FERPA agreement.</p> <p>Physical Demands and Work Environment:</p> <ul style="list-style-type: none"> •This position’s duties are normally performed in a typical interior/residence work environment, based on the activity scheduled. 	<p style="text-align: center;">Cranford</p>	<p style="text-align: center;">Financial Aid</p>	<p>Nancy Claudet 908-497-4334</p> <p>Remond Carter 908-497-4308</p>	<p style="text-align: center;"> nancy.claudet@ucc.edu remond.carter@ucc.edu </p>
<p>Student Worker (Clerical) Cont.)</p>		<ul style="list-style-type: none"> •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. 				