

Open Student Positions at Union County College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
Student Worker (Student Ambassador)	<p><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><u>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 •Data Entry on PC •Provides Campus Tours •Supports Recruitment Events Off-Campus •Supports Open House Activities, Orientations and Receptions •Supports Office Hours Coverage 	<p><u>Competencies and Skills</u></p> <p><u>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. <p><u>Terms of Employment</u></p> <p>Part-Time: Up to 20 hours per week</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. • 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. 	Cranford Campus	As Assigned	Phyllis Mirabella, Dir, Communications Center	phyllis.mirabella@ucc.edu
Off Campus Tutors	Student worker will serve as a tutor and homework assistant	<p>Must be able to work well with children and teenagers</p> <p>Must be a UCC financial aid eligible student</p>	Restore Ministries, Inc. 1161 E. Jersey St. Elizabeth, NJ	Financial Aid	Erika Fuentes Student Services Specialist (908) 709-7997	fuentes@ucc.edu

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<p>Peer Tutors for Fall 2021, Spring 2022, Summer I and II</p>	<p>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 attend tutor training sessions for staff development</p>	<p>Completed 12 transferrable credits at Union County College 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, Asst. Director of ALC 908-709-7084 Nora Babos, Office Manager 908-709-7528</p>	<p>alc@ucc.edu</p>
<p>Student Worker (Owl Assistant)</p>	<p>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.</p>	<p>Interview required & students must be eligible for Federal Work Study. Long periods of standing are often required at the kiosk</p>	<p>Cranford, Elizabeth, & Plainfield Student Development Centers</p>	<p>One Stop Operations (Student Development Center)</p>	<p>Lisa Ginder & Donnell Clement,</p>	<p>lisa.ginder@ucc.edu donnell.clement@ucc.edu</p>

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Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p>Peer Tutor (Student worker) Educational Opportunity Fund Program Fall 2021 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>Cranford campus</p>	<p>Educational Opportunity Fund Program</p>	<p>EOF Coordinator of tutoring</p>	<p>Terrence.harris@ucc.edu</p>

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Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<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>•Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.</p> <p>•No or very limited exposure to physical risk.</p>	<p>Elizabeth campus Cranford Campus</p>	<p>Biology / Chemistry</p>	<p>Beata Mourad (908) 965-6083</p>	<p>mourad@ucc.edu</p>

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Student Worker - Clerk	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: • 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	Finance	Jacqueline Jarosz	jacqueline.jarosz@ucc.edu