

Open Student Positions at Union College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p>Student Worker (Owl Assistant)</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 https://forms.office.com/r/dYNJajsmjZ and fill out an application and we will follow up with you.</p> <p>Job Requirements: Interview and Federal Work Study eligibility are requirements for this position.</p>	<ul style="list-style-type: none"> • Terms of Employment: 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) • Physical Demands and Work Environment: This position’s duties are normally performed in a typical/interior/residence work environment, based on the activity scheduled. <ul style="list-style-type: none"> o Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds o No or very limited exposure to physical risk 	<p>Cranford, Elizabeth, Plainfield, and Remote Student Services</p>	<p>One Stop Operations (Student Development Center)</p>	<p>Donnell Clement Associate Director of One Stop Operations (Cranford & Plainfield)</p> <p>Dominique Maynard Associate Director of One Stop Operations (Elizabeth & Remote Student Services)</p>	<p>donnell.clement@ucc.edu</p> <p>dominique.maynard@ucc.edu</p>

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<p style="text-align: center;">Student Worker (Student Ambassador)</p>	<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 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> 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. •The ability to use Microsoft Word and Excel. •Must have a cumulative grade point average of 2.5 or above in all subjects. 	<p style="text-align: center;">Scotch Plains Campus</p>	<p style="text-align: center;">As Assigned</p>	<p style="text-align: center;">Dr. Nicole Cippoletti, Dean of the Scotch Plains and Virtual Campus</p> <p style="text-align: center;">Morgan Stiles Communication Center Coordinator</p>	<p style="text-align: center;">nicole.cippoletti@ucc.edu</p> <p style="text-align: center;">morgan.stiles@ucc.edu</p>

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Off Campus Tutors	Student worker will serve as a tutor and homework assistant	<p>Must be able to work well with children and teenagers Must be a UCC financial aid eligible student</p> <p><u>Terms of Employment:</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.</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. 	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 2023, Spring 2024, Summer Sessions 2024	<p>Peer tutors at Union College 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 Union College</p> <p>3.0 cumulative GPA or higher</p> <p>3.5 or higher in subjects tutored</p>	MacKay Building Cranford Campus, Kellogg Building Elizabeth Campus; Annex Building Plainfield Campus	Academic Learning Center	<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>	alc@ucc.edu

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<p style="text-align: center;">Peer Tutor (Student worker) Educational Opportunity Fund Program Fall 2023 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: Education: Should have a cumulative grade point average of 2.75 in all subjects, and a B+ in subjects of tutoring.</p> <p>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>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 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 (90) 965-6053</p>	<p style="text-align: center;">amy.fisher@ucc.edu</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 College employee.</p> <p>Characteristics, Duties, & Responsibilities: 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></p> <p>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 Laboratory Technician (908) 965-6083</p>	<p>mourad@ucc.edu</p>

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Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p>Student Worker College Life</p>	<p>General Description: 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.</p> <p>Characteristics, Duties, and Responsibilities: Duties may include but are not limited to:</p> <ul style="list-style-type: none"> •Answering/making telephone calls •Promoting campus events through social media, flyers, etc. •Help with setup of College Life events, including clubs/organizations •Maintain bulletin boards on all 3 campuses •Assist with the creation of flyers and announcements •Maintain organization of offices on Cranford and Elizabeth campuses •Maintain organization of storage closets •Assist with Athletic operations as needed •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><u>Terms of Employment:</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.</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. 	<p>Cranford</p>	<p>College Life</p>	<p>Zulema Cheek, Assistant Director of College Life</p>	<p>_cheek@ucc.edu</p>

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<p style="text-align: center;">Athletic Student Worker</p>	<p><u>Job Description Summary</u> 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><u>Job Description</u> Duties and Tasks: 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><u>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:</u> 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 <u>Skills:</u> •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 & Athletics Operations Coordinator (908) 709-7475</p>	<p style="text-align: center;">taylor.nelson@ucc.edu</p>

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Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p style="text-align: center;">Athletic Student Worker (Cont.)</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>Abilities:</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</p> <p><u>Terms of Employment:</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.</p> <p><u>Physical Demands and Work Environment:</u> •This position’s duties are normally performed in a typical interior/residence work environment, based on the activity scheduled.</p> <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>				

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<p>Student Workers Public Safety</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><u>Characteristics, Duties, and Responsibilities:</u> Duties may include but are not limited to:</p> <ul style="list-style-type: none"> •Providing direction and assistance to campus visitors •Assisting with checking student and employee IDs, as well as issuance of visitor tags •Patrolling campus by foot and assisting with the safety of all members of the College community, securing parking lots, College buildings and other property •Reporting traffic, safety and/or security infractions to proper authorities •Assisting with incident and accident reports documenting details of such incidents •Assisting in evacuations during fire alarm activations, bomb threats or other emergencies •Operating basic office equipment including photocopier, fax machine, and paper shredder, •Answering/making telephone calls as directed •Data entry 	<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;">joseph.hines@ucc.edu</p> <p style="text-align: center;">basso@ucc.edu</p>

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Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p style="text-align: center;">Student Workers Public Safety (Cont'd)</p>		<ul style="list-style-type: none"> •Assisting with opening classrooms, offices, and other spaces as directed •Performing other miscellaneous tasks as needed and unique to a given department or office •Assisting with general crowd control duties during external or internal events on campus <p><u>Competencies and Skills Required:</u></p> <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. 				

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Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<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 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>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. •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><u>Characteristics, Duties, and Responsibilities:</u> Duties may include but are not limited to:</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 <p><u>Competencies and Skills Required:</u></p> <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 style="text-align: center;">Cranford</p>	<p style="text-align: center;">Financial Aid</p>	<p style="text-align: center;">Rosebriar Chelot Student Services Generalist (908) 497-4323</p> <p style="text-align: center;">Frances Saulino Student Services Generalist (908) 497-4308</p>	<p style="text-align: center;">rosebriar.chelot@ucc.edu</p> <p style="text-align: center;">frances.saulino@ucc.edu</p>

Open Student Positions at Union College

Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p style="text-align: center;">STEM Student Assistant (Federal Work Study)</p>	<p><u>General Description:</u> 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.</p> <p><u>Characteristics, Duties, and Responsibilities:</u></p> <ul style="list-style-type: none"> • Serves as student worker for the STEM Division through assisting with STEM projects at the College and daily activities as needed. • Provides support for the Student Research Program • Performs clerical tasks including (but not limited to) telephone and in-person inquiries. • Maintains effective working relationships with faculty and staff. • Assist with the set-up and take-down of Labs. • Performs other duties as assigned by the Director of Student Research & Science Laboratories, including (but not limited to) general greenhouse work. • Assist with projects in College greenhouses. 	<p><u>Preferred Experience:</u></p> <ul style="list-style-type: none"> •Interest in STEM related fields. •Shows interest for plants and an eagerness to learn about general greenhouse operations. <p><u>Competencies and Skills Required:</u></p> <ul style="list-style-type: none"> •Quick Study and ability to work well in a team environment and follow directions. •Working knowledge of the Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), graphics, and internet. •Must possess strong interpersonal skills to interact tactfully and courteously with students, faculty, and other staff members. <p><u>Terms of Employment:</u> Under Federal Work-Study: Part-Timme, up to a total of 20 hours per week when classes are in session and 35 hours (with an hour lunch) when classes are not in session.</p>	Cranford	STEM	Armida Tarquinio Division Secretary (908) 709-7467	armida.tarquinio@ucc.edu
<p style="text-align: center;">STEM Student Assistant (Federal Work Study) (Cont.)</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. 				

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<p>Student Worker Title V ExCEL</p>	<p>General Description: 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>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.</p> <p>Competencies and Skills Required:</p> <ul style="list-style-type: none"> •Knowledge and passion for using technological tools, software, and equipment. •Exhibits exceptional collaboration with team members 	<p><u>Characteristics, Duties, and Responsibilities:</u> Duties may include but are not limited to:</p> <ul style="list-style-type: none"> •Track student and faculty sign-in's and equipment usage in the Innovation Center and/or Education Incubator. •Assist staff in the daily operations of the Innovation Center and/or Education Incubator. •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. •Operating, and maintaining the Innovation Center and/or Education Incubator equipment/tools/software. •Ensure safety in the Innovation Center and/or Education Incubator through proper use of tools, proper occupancy levels, etc. •Assist students and faculty with equipment/tools/software in the Innovation Center and/or Education Incubator. 	<p style="text-align: center;">Cranford+D35</p>	<p style="text-align: center;">Title V ExCEL</p>	<p style="text-align: center;">Sarah Cunha Title V Project Director (908) 497-4279</p>	<p style="text-align: center;">sarah.cunha@ucc.edu</p>

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Job Title	Job Description	Job Requirements	Location	Hiring Department	Hiring Manager	Contact Information
<p>Student Worker Title V ExCEL (Cont'd)</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><u>Physical Demands and Work Environment:</u></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>				