

Department: Academic Support Services
Supervisor: Sherry Smith
Job: Assistant to the Dean
Extension: 5327

Job Description: Support the advising staff; copying, printing materials, answer phone, file records, and other clerical work.

Special Skill Required: Knowledge of computer; Microsoft words aan Excel.

Department: Admissions and Marketing
Supervisors: Gloria Castro, Milton Samuels
Job Title: Clerical Assistant
Extension: 5310

Job Description: Filing, typing, and telephone answering.

Special Skill Required: Computer skills, good customer service.

Department: Advising
Supervisor: Linda O'Connor
Job Title: Assist Student

Job Description: Lab assistance Monday 8:30 to 10:20. Assist students with visual disability in using and reading laboratory equipment and experiments. Additional time available to tape handouts and notes.

Special Skill Required: Good communication, accurate detail-oriented, reliable, some science background.

Department: Business/Technology Division
Supervisor: Joanne Hill
Extension: 5318
Job Title: Office Assistant

Job Description: Assist in performing clerical tasks for the secretary, deans, also filing will be necessary.

Special Skill Required: Telephone and computer skills a must.

Department: Business Office
Supervisor: Florence Craig
Job Title: Clerk
Extension: 5319

Job Description: Filing and other clerical duties as assigned.

Special Skill Required: N/A

Supervisor: Pablo Llanos
Job Title: Department: Copy Center
Reproduce. Super assistant
Extension: 5254

Job Description: Make copies for faculty and staff, deliver paper, clean photocopiers, and answer telephone.

Special Skill Required: Good manners, friendly attitude.

Department: DCE/Workforce Development
Supervisor: Lavern Banks
Job Title: Office Assistant

Job Description: Update the Workforce Development sign-in sheet; assist with mailing Workforce Development flyers and brochures; assist and provide information to prospective students inquiring about Workforce development courses or non-credit programs; assist the administrative and clerical staff with office related duties; answer telephone, filing, typing, etc.; assist with front desk coverage; develop a data base for the DCE contact list.

Special Skill Required: Customer Service.

Department: English/Humanities
Supervisor: Jacqueline Watson
Job Title: Receptionist/Clerk
Extension: 5458

Job Description: Receptionist duties as instructed by Secretary. Filing and record keeping with assistance of the secretary, typing reports, memo, and flyers; office management includes supervision, distribution and restocking of office supplies.

Special Skill Required: Knowledge of Microsoft office (word, excel, powerpoint and outlook) strong writing and communication skills.

Department: English/Humanities

Supervisor: David Coleman II

Job Title: Writing Lab Associate

Extension: 5458

Job Description: Assist in the operation and management of the writing center under the direction of the Director Judith Kahalas. Duties include equipment maintenance and center up keep.

Special Skill Required: Strong working knowledge of software and hardware application.

Department: English/Humanities

Supervisor: David Coleman II

Job Title: Visual Arts Lab Associate

Extension: 5458

Job Description: Assist in the classroom set up and maintenance in association with instruction responsible for equipment and materials, pick up, use, and return. Monitor and manage designed items associate with Humanities program.

Special Skill Required: Background on the visual and performing arts preferred.

Department: English/Humanities

Supervisor: David Coleman II

Job Title: Photographic Lab Technician

Extension: 5458

Job Description: Assist in the classroom of dark operation. Supervise chemical usage and inventory. Manage set up and clean up of classroom and darkroom facilities. Supervise darkroom facilities. Supervise darkroom usage and monitor scheduling of darkroom use.

Special Skills Required: Knowledge of darkroom procedures and use of 35mm cameras and equipment.

Department: ESOL (English for speakers of other Languages)
Supervisor: Bette Steimuller
Job Title: Assistant
Extension: 5183

Job Description: filing, light typing, answering phone and taking messages; distributing mail, copy making; posting flyers; keeping office supplies organized.

Special Skills Required: Computer literacy (typing) Organizational skills; telephone etiquette; be able to greet and orient students. Direct students to appropriate officers.

Department: Facilities
Supervisor: L. Malloy
Job Title: Clerical Support
Extension: 5457

Job Description: General Office duties, with some computer skills.

Special Skills Required: N/A

Department: Financial Aid
Supervisor: Claudine Julien
Job Title: Office Assistant
Extension: 5322

Job Description: Assist at the front desk, create and file folders, answer the telephone.

Special Skills Required: Good customer service.

Department: Human Resources
Supervisor: Faye Naderi
Job Title: Clerical Support
Extension: 5330

Job Description: Answering telephones, receiving visitors and guiding them to the appropriate officers. Typing letters, filing, making some reports and assisting in providing information reports Assisting HR staff on variety of tasks on daily basis etc...

Special skills Required: Microsoft word and excel

Department: Information Technology
Supervisor: Angie Delgado
Job Title: Technical administrator
Extension: 5159

Job Description: The student will perform routine office work according to standard daily procedures: receive phone calls, greet and direct visitors; provide assistance to students in the computer labs with any computer related issues.

Special Skills Required: Ability to follow oral instructions; read, write and comprehend the English language.

Department: Language
Supervisor: Manju Hertzig
Job Title: Assistant to the Chair
Extension: 5037

Job Description: Answer the phone; serve as a resource for students; help copy materials and with distribution of mail; help the department chair with various things

Department: Library
Supervisor: Mark Lawrence
Job Title: Media Equipment
Extension: 5323

Job Description: Assist with the distribution of equipment to faculty and maintain equipment use record. Affix Audio Visual inventory control number to new equipment and record to make and model. Spray paint inventory control number to new equipment. Assist in the setup of media equipment for faculty classroom use.

Special Skills Required: Ability to work cooperatively with a pleasant and courteous attitude, light lifting required. Attention to detail and ability to follow direction.

Department: Library
Supervisor: Mark Lawrence
Job Title: Circulation Aide
Extension: 5323

Job Description: Deliver and retrieve AV equipment between library and classrooms. Check out and check in library materials to students. Shelf books in correct location. Help in other areas as needed.

Special Skills Required: N/A

Department: Library
Supervisor: Mark Lawrence
Job Title: Circulation Attention Aide
Extension: 5357

Job Description: Circulate Library materials to students, faculty and staff. Insure that all such materials have been processed for circulation. Maintain circulation records using the SIRS System. Provide information services to the general public about the Library. Help students with equipment needed to view media materials. Perform other duties as required.

Special Skills Required: Ability to work cooperatively with a pleasant and courteous attitude to copy information accurately. Familiarity with the English alphabet and ability to communicate in English. Available for at least three hour time slot, evening students are encouraged to apply. Must be computer literate.

Department: Mailroom
Supervisor: Richard Young
Job Title: Clerk
Extension: 5256

Job Description: Deliver mail; answer phones, give out supplies etc.

Special Skills Required: Be able to relate and communicate with people.

Department: Math/Science
Supervisor: Thomas Sabbagh
Job Title: Science Lab Assistant
Extension: 5362

Job Description: To help clean, maintain inventory and setup Labs. Other duties as assigned.

Special Skills Required: Some basic science knowledge.

Supervisor Department: Media Arts
: Jon Bonner/Marshall Hughes
Job Title: Assistant Technical Director
Extension: 5380

Job Description: Lighting and sound tech for main stage events.

Special Skills Required: Knowledge of electrics, sound equipment and theatrical lights.

Department: Media Arts
Supervisor: Marshall Hughes
Job Title: Executive Assistant
Extension: 5381

Job Description: Candidate will assist in the day to day office duties of the Director of Visual performance and Media Arts. Must have excellent people skill, be well organized and have flexible schedule.

Special Skills required: Desktop publishing, word perfect, interpersonal, and organizational.

Department: Media Arts
Supervisor: Marshall Hughes
Job Title: Assistant Light and Sound Technician
Extension: 5381

Job Description: Assist the light, sound and stage Director, crew for the decoration; assist in maintenance and upkeep of the facilities.

Special Skills Required: Knowledge of light and sound equipments.

Department: President's Office
Supervisor: Shirley Leslie
Job Description: Office Clerk and Telephone Receptionist
Extension: 5350

Job Description: Answer telephones; politely and accurately taking and writing messages; file accurately according to standard filing procedures; operate standard office equipment; assist office personnel in setting up meeting for President; communicate accurately in giving and receiving information; ability to do light accurate typing.

Qualification: Ability to communicate effectively, orally, and in writing; demonstrate skills in office equipment or willingness to learn; ability to file accurately; pleasant disposition; ability to do light typing; ability to demonstrate confidentiality; appropriate dress and office manners; maintain good attendance.

Department: Reggie Lewis Center

Supervisor: Nancy Sheean

Job Title: Assistant

Extension: 470

Job Description: Various administrative duties including fitness room attendant; front desk and phone coverage; clerical duties and event staff.

Special Skills Required: Computer skills, excellent customer service, phone skill.

Department: RLTAC

Supervisor: Nancy Sheean

Job Title: Scheduling & Events Mngr

Extension: 470

Job description: Administrative office Asst., filing, and customer service.

Special Skills Required: Office experience.

Department: Registrar's Office

Supervisor: Pat Washington

Job Title: Office assistant

Extension: 5320

Job Description: To assist the Registrar, two counselors and a clerk. Candidate will abide by the rules and regulations relevant to the confidentiality of the Registrar's Office. Data entry, filing, answering of phones, opening and date stamping of incoming mail. Xeroxing of office material and other office duties as assigned.

Special Skills Required: Candidates must be in their sophomore year and have a Grade Point average of 2.00 or higher. Ability to understand and speak English fluently. Must have good communication skills and some experience in an office setting. Have the ability to handle multiple phone lines. Some knowledge of Microsoft Word, Excel, and Access. You must enjoy working with the community at large in a diverse setting

Department: Science
Supervisor: Anthony
Job Title: Lab Tech II
Extension: 5165

Job Description: Lab assistant, general duties within academic science laboratory.

Special Skill Required: Willing to work and learn.

Department: Student Activities
Supervisor: Elizabeth Clark
Job Title: Clerical
Extension: 5332

Job Description: Answer phones, light typing, filing & computer skill.

Special Skills Required: Computer skills, knowledge of Microsoft, excel, work printshop.

Department: TLC/Career and Transfer Service
Supervisor: Mark Garth
Job Title: Office Assistant
Extension: 7450

Job Description: Greet visitors to the Learning Center; book appointments; print copies for students and staff; update job books and perform data entry; assist with special mailings and other projects.

Special Skills Required: Excellent customer service, knowledge of word, excel.

Department: The Learning Center
Supervisor: Colleen Spence
Job Title: Peer Tutor
Extension: 5138

Job Description: Report to the Director of Testing and Assessment; assess individual student needs; assist students in understanding course contents and strengthen basic skills; prescribe appropriate content or skill-related materials and activities; maintain progress reports on each student being tutored; help student develop positive attitudes

toward learning and studying; help students develop study skills necessary for academic success.

Special Skills Required: Excellent understanding of concepts, theory and practice in specific subject; ability to work with ethnically diverse student population; good interpersonal skills and ability to communicate effectively and positively with students, instructors and other college staff; ability to exercise sound judgment with a minimum supervision.

Qualification: Peer tutor, GPA of 3.00 or higher; faculty recommendation.

Department: Upward Bound

Supervisor: Michael Neita

Job Title: Tutor

Extension: 5213

Job Description: Tutor Upward Bound students in Math, English, and Science,.