



FEDERAL WORK STUDY & STUDENT EMPLOYMENT POSITIONS

FINALIZED DOCUMENT DEADLINE TO GUARANTEE A POSITION: August 1

ONLY ONCE ALL documents are complete, and submitted to the Office of Financial Aid, will a student be given a position to work.

EACH STUDENT MUST COME TO THE OFFICE OF FINANCIAL AID DURING THE 2nd & 3rd WEEK OF SCHOOL FOR THEIR JOB!

Listed below are Dominican College's work study positions available at for the academic year. Each student will begin @ the current minimum wage, with returning students receiving an hourly wage increase when returning to a previous year's position. Each position requires responsibility, maturity, punctuality, organizational skills, and confidentiality. The number of hours each student is allowed to work will be determined by the amount of your work study award and the weeks within the academic year. Should you have additional questions, contact the Financial Aid Office @ (845) 848-7831.

JOBS AVAILABLE

POSITIONS AVAILABLE

<u>JOBS AVAILABLE</u>	<u>POSITIONS AVAILABLE</u>
ADMISSIONS - OFFICE ASSISTANT (Clerical work, bulk mailings, phone coverage, and light data entry)	10
ATHLETIC DEPARTMENT - OFFICE ASSISTANT (Clerical work, filing and light phone coverage)	3
ATHLETIC DEPARTMENT - GAME ASSISTANT (Statistical compilation and assist within various sports)	20
ATHLETIC DEPARTMENT - HENNESSEY CENTER (Assisting at various programs and weight room)	10
BURSAR'S OFFICE - OFFICE ASSISTANT (Clerical work - filing, data entry, copying, and mailings)	6
CAREER PLANNING - OFFICE ASSISTANT (Clerical work, filing, data entry, and copying)	2
COLLEGE MAIL ROOM - ASSISTANT (Sorting and distributing mail throughout college)	10
COLLEGE VAN DRIVER (MUST BE 21 YEARS OF AGE)	4
COMMUNITY SERVICE - OFFICE ASSISTANT PEOPLE to PEOPLE - FOOD PANTRY (Data entry, filing, and stocking shelves - CAR NEEDED)	2
SAINT DOMINIC'S HOME (Data entry, filing, client assistant)	10

JOBS AVAILABLE**POSITIONS AVAILABLE**

COMMUNITY SERVICE - OFFICE ASSISTANT-continued	
TUTOR MATH - Elementary & High School (Off Campus - Blauvelt Library- CAR NEEDED)	4
TUTOR ENGLISH - Elementary & High School (Off Campus - Blauvelt Library - CAR NEEDED)	4
CONTINUING EDUCATION - OFFICE ASSISTANT (Clerical work, copying, filing, data entry, and phone coverage)	2
DANCE TEAM ASSISTANT (Assist during practices)	2
EDUCATION DEPARTMENT - OFFICE ASSISTANT (Clerical work, filing, data entry, copying, and phone coverage)	4
FINANCIAL AID OFFICE - OFFICE ASSISTANT (Clerical work - filing, data entry, copying, and phone coverage)	10
LACKMANN FOOD SERVICES - ASSISTANT	10
- OFFICE ASSISTANT (filing, and data entry)	2
FRESHMAN YEAR OFFICE - OFFICE ASSISTANT (Clerical work - filing, data entry, copying, and phone coverage)	10 NO Freshmen
INSTITUTIONAL ADVANCEMENT/SPECIAL EVENTS-ALUMNI (Clerical work-filing, data entry, copying and project mailing)	6
LEARNING RESOURCE CENTER - OFFICE ASSISTANT (Assist students with computer center)	8
LIBRARY ASSISTANT (Assist library personnel and phone coverage-some typing required)	5
HEALTH CENTER - NURSE ASSISTANT (<u>MUST</u> be nursing major-Clerical work-filing, data entry, copying and mailings)	2
INFORMATION TECHNOLOGY - ASSISTANT (CSI MAJORS ONLY)	6
MARKETING DEPARTMENT - OFFICE ASSISTANT (Clerical - filing, data entry DC website, phone coverage)	2
MATH and SCIENCE DEPARTMENT - FACULTY ASSISTANT (Clerical - filing, assist professors with data entry, phone coverage)	4
NURSING DEPARTMENT - FACULTY OFFICE ASSISTANT (Clerical - filing, data entry, and phone coverage / NO NURSING MAJORS)	3
OCCUPATIONAL THERAPY DEPARTMENT - ASSISTANT (Clerical - filing, data entry, and phone coverage / NO OT or NURSING MAJORS)	3
ONE CARD OFFICE - OFFICE ASSISTANT (Clerical - filing, data entry, phone coverage, setting up ID photos)	6

JOBS AVAILABLE**POSITIONS AVAILABLE**

PHYSICAL THERAPY DEPARTMENT - ASSISTANT (Clerical - filing, data entry, and working with figures / NO PT or NURSING MAJORS)	3
PUBLIC SAFETY and SECURITY - VAN DRIVER (MUST BE 21 YEARS OF AGE)	4
PUBLIC SAFETY and SECURITY - OFFICE ASSISTANT (Clerical - filing, data entry, copying, and phone coverage)	4
PURCHASING DEPARTMENT - OFFICE ASSISTANT (Clerical - filing, data entry, MUST ENJOY organizing and work on own)	3
REGISTRAR DEPARTMENT - OFFICE ASSISTANT (Clerical - filing, data entry, copying, mailings, and phone coverage)	6
RESIDENCE CENTER - OFFICE ASSISTANT (Clerical - filing, data entry, copying, mailings, and phone coverage)	2
RESIDENCE CENTERS - ASSIST WITHIN DORMS (Clerical - filing, disbursing mail, monitor dorm activities and computer labs)	
GUZMAN HALL - upper class dorm	6
HERTEL HALL	10
ROSARY HALL	10
SOCIAL WORK DEPARTMENT - OFFICE ASSISTANT (Clerical - filing, data entry, copying, and phone coverage)	4
STUDENT ACTIVITIES - ASSISTANT (Clerical - filing, phone coverage, and special events)	10
STUDENT DEVELOPMENT - OFFICE ASSISTANT (Clerical - filing, data entry, copying, phone coverage, and special events)	3
VOLUNTEER SERVICES - ASSISTANT (Clerical - filing, data entry, copying, phone skills, and special events)	1