



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 201	Job: A	Office/Dept.: Learning Resource Center	Division: Borough of Manhattan Comm. College		
Bldg./Rm.: S-500		Agency Code #: 06621	Location Code: 2247	Community Service? No	
Title of FWS Position: Computer Lab Assistant			Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)		
Job Description: Assisting students with Microsoft Office, keeping students, attendance, assist lab coordinators with computer related work, assist in workshops, and maintaining the learning resource center computer labs.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	30	20	35	Yes	No
Fall 2007	50	10	20	Yes	Yes
Intersession '07-'08	10	10	20	Yes	No
Spring 2008	50	10	20	Yes	Yes



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 201	Job: B	Office/Dept.: Library			Division: BMCC
Bldg./Rm.: S-417	Agency Code #: 06621	Location Code: 2247		Community Service? No	
Title of FWS Position: Clerical				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Clerical duties and maintain shelves.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	0	0	0	No	No
Fall 2007	5	20	25	Yes	Yes
Intersession '07-'08	5	20	25	Yes	Yes
Spring 2008	5	20	25	Yes	Yes



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Referral #: 202	Job: A	Office/Dept.: Bronx Community College - Poised for success			Division: Instruction
Bldg./Rm.: Meister - 206		Agency Code #: 06322	Location Code: 3389	Community Service? No	
Title of FWS Position: Peer Advisor				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Student will collect and organize data to provide source materials for students pursuing college careers; maintain records of students enrolled in the program, make presentations to students; may operate audio-visual equipment.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	1	20	35	No	No
Fall 2007	1	15	20	No	No
Intersession '07-'08	1	20	35	No	No
Spring 2008	1	15	20	No	No



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Referral #: 202	Job: B	Office/Dept.: Bronx Community College - Financial Aid Office			Division:
Bldg./Rm.: Colston Hall-501		Agency Code #: 06322	Location Code: 3879	Community Service? No	
Title of FWS Position: Student Aide				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Student will review FAFSA, distribute loan applications, assist other students, collect and review SARs, and assist students.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	1	15	35	No	No
Fall 2007	1	15	20	No	No
Intersession '07-'08	1	15	35	No	No
Spring 2008	1	15	20	No	No



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Referral #: 204	Job: A	Office/Dept.: Hostos Community College - CLIP			Division: OAA
Bldg./Rm.: C-553	Agency Code #: 06800	Location Code: 2127	Community Service? No		
Title of FWS Position: Student Aide				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Assist the office with clerical tasks such as: filing, telecommunications, and faxing; assist the lab manager with computer-related tasks, and assist students with the use of computer applications; willing to train, fast paced environment.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	5	10	20	Yes	No
Fall 2007	5	10	20	Yes	No
Intersession '07-'08	5	10	20	Yes	No
Spring 2008	5	10	20	Yes	No



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 204	Job: B	Office/Dept.: Hostos Community College - COPE		Division: Academic Affairs	
Bldg./Rm.: A-017		Agency Code #: 06800	Location Code: 2127		Community Service? No
Title of FWS Position: Employment Research Assistant			Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)		
Job Description: Research employer's information, update database, contact employers, write letters, and other duties as assigned.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	1	10	20	No	No
Fall 2007	1	10	20	No	No
Intersession '07-'08	1	10	20	No	No
Spring 2008	1	10	20	No	No



2007– 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 207	Job: A	Office/Dept.: Student Financial Services	Division: Laguardia Comm.. College		
Bldg./Rm.: E-235	Agency Code #: 06932	Location Code: 7905	Community Service? No		
Title of FWS Position: Clerical			Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)		
Job Description: File, mailings, photocopying, folding and stuffing, messenger, typing; must have basic knowledge of computer (excel, word), confidentiality, punctuality and dependability is essential.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	0	0	0	No	No
Fall 2007	5	10	20	Yes	No
Intersession '07-'08	5	10	35	Yes	No
Spring 2008	5	10	20	Yes	No



2007– 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 207	Job: B	Office/Dept.: Social Science	Division: Laguardia Comm.. College		
Bldg./Rm.: E-235	Agency Code #: 06932	Location Code: 7905	Community Service? No		
Title of FWS Position: Teaching Assistant			Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)		
Job Description: Complete paper work such as attendance roster, scan textbooks, watch students during in-class assignments.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	0	0	0	No	No
Fall 2007	1	10	20	No	No
Intersession '07-'08	1	10	35	No	No
Spring 2008	1	10	20	No	No