



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 48	Job: A	Office/Dept.: Learning & Technology Resource Center		Division: Education	
Bldg./Rm.: NA-3/226	Agency Code #: 04302	Location Code: 2247		Community Service? No	
Title of FWS Position: Office Assistant				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Answer questions regarding education software applications. Also answer directional questions, telephones, pick up the mail, and other duties as assigned.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	3	20	35	No	No
Fall 2007	4	20	20	No	No
Intersession '07-'08	3	20	35	No	No
Spring 2008	5	20	20	No	No



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 48	Job: B	Office/Dept.: Office of Field Experiences			Division: Education
Bldg./Rm.: NA-6/207A	Agency Code #: 04302	Location Code: 2247	Community Service? No		
Title of FWS Position: Office Assistant				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Data entry, filing, occasional delivery (inter-departmental), clerical work, fast paced office, willing to train.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	1	15	20	No	No
Fall 2007	1	15	20	No	No
Intersession '07-'08	1	15	20	No	No
Spring 2008	1	15	20	No	No



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 48	Job: C	Office/Dept.: Learning Resource and Technoloby Ctr.			Division: Education
Bldg./Rm.: NA-3/226	Agency Code #: 04302	Location Code: 2247	Community Service? No		
Title of FWS Position: Lab Assistant				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Assist students using the computer lab facility; monitor the use and maintenance operations of the learning technology resource center.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	3	10	25	Yes	No
Fall 2007	4	10	25	Yes	No
Intersession '07-'08	4	10	25	Yes	No
Spring 2008	4	10	25	Yes	No



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Referral #: 48	Job: D	Office/Dept.: Learning Resource and Technology Ctr.			Division: Education
Bldg./Rm.: NA-6/207A	Agency Code #: 04302	Location Code: 2247	Community Service? No		
Title of FWS Position: Math Tutor for high school student				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Tutoring in high school math (knowledge in algebra required) classes at 421 East 88 th . Street, New York NY 10128. Candidates will be first interviewed by Dr. Billig and then by the high school administration.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	0	0	0	No	No
Fall 2007	10	10	20	No	No
Intersession '07-'08	0	0	0	No	No
Spring 2008	10	10	20	No	No



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 48	Job: E	Office/Dept.: Educational Theatre Graduate Program		Division: Education	
Bldg./Rm.: NA-5/207-B	Agency Code #: 04302	Location Code: 2247		Community Service? No	
Title of FWS Position: Student Aid				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: General office duties such as: filing, photocopying, organizing, assist with maintaining website, and run on-campus errands. Must be fluent in Microsoft Word, (Excel a plus) and able to navigate the Internet.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	0	0	0	No	No
Fall 2007	0	0	0	No	No
Intersession '07-'08	0	0	0	No	No
Spring 2008	1	15	20	No	No