



## 2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

<b>Referral #:</b> 44	<b>Job:</b> A	<b>Office/Dept.:</b> Dominican Studies Institute			<b>Division:</b>
<b>Bldg./Rm.:</b> NA-4/107	<b>Agency Code #:</b> 04302	<b>Location Code:</b> 2808		<b>Community Service?</b> No	
<b>Title of FWS Position:</b> Student Aide				<b>Office Hours:</b> 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
<b>Job Description:</b> Student will assist the Administrative Assistant and Research staff with day-to-day office maintenance including filing, mailing, and communications. Student will also conduct basic research queries and help compile information relating to research initiatives at CUNY DSI.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	2	10	20	No	No
Fall 2007	2	10	20	No	No
Intersession '07-'08	2	10	20	No	No
Spring 2008	2	10	20	No	No



**2007 – 2008 FEDERAL WORK – STUDY JOB LISTING**

<b>Referral #:</b> 44		<b>Job:</b> B		<b>Office/Dept.:</b> Dominican Studies Institute		<b>Division:</b>	
<b>Bldg./Rm.:</b> NA-4/107		<b>Agency Code #:</b> 04302		<b>Location Code:</b> 2808		<b>Community Service?</b> No	
<b>Title of FWS Position:</b> Library and Archives Assistant					<b>Office Hours:</b> 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)		
<b>Job Description:</b> Student will assist the Library and Archives with the processing, arrangement, description, preservation, cataloguing, imaging, automation, and servicing of historical documents and library materials.							
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?		
Summer 2007	4	10	20	No	No		
Fall 2007	2	10	20	No	No		
Intersession '07-'08	2	10	20	No	No		
Spring 2008	2	10	20	No	No		