



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 84	Job: A	Office/Dept.: Media and Communication Arts	Division: Humanities		
Bldg./Rm.: SH-290	Agency Code #: 04302	Location Code: 2916	Community Service? No		
Title of FWS Position: Media library Assistant			Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)		
Job Description: Assist CRC Coordinator organize and maintain library's media collection.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	10	8	24	No	No
Fall 2007	10	8	20	No	No
Intersession '07-'08	0	0	0	No	No
Spring 2008	10	8	20	No	No



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Referral #: 84	Job: B	Office/Dept.: Media and Communication Arts			Division: Humanities
Bldg./Rm.: SH-462	Agency Code #: 04302	Location Code: 2916	Community Service? No		
Title of FWS Position: Computer Hardware Tech				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Repair and maintain computers for video editing and post production.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	2	10	20	Yes	No
Fall 2007	2	10	20	Yes	No
Intersession '07-'08	2	10	20	Yes	No
Spring 2008	2	10	20	Yes	No



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Referral #: 84	Job: C	Office/Dept.: Media and Communication Arts			Division: Humanities
Bldg./Rm.: SH-280	Agency Code #: 04302	Location Code: 2916	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: General office work, mainly organizing files. Also, organizing and maintaing faculty mailboxes, copying room and adjunct faculty office/lounge.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	1	12	16	No	No
Fall 2007	1	12	20	No	No
Intersession '07-'08	0	0	0	No	No
Spring 2008	1	12	20	No	No



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 84	Job: D	Office/Dept.: Media and Communication Arts			Division: Humanities
Bldg./Rm.: SH-280	Agency Code #: 04302	Location Code: 2916	Community Service? No		
Title of FWS Position: Casting Coordinator				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Search and contacting of actors in the New York Area; scheduling actors for in-class scene work and graduate thesis project.					
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	14	No	No
Intersession '07-'08	0	0	0	No	No
Spring 2008	1	10	14	No	No



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 84	Job: E	Office/Dept.: Media and Communication Arts			Division: Humanities
Bldg./Rm.: SH-382	Agency Code #: 04302	Location Code: 2916	Community Service? No		
Title of FWS Position: Student Assistant				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Check out and take in equipment (film, audio) from students, book reservations for equipment, help maintain the equipment office.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	0	0	0	No	No
Fall 2007	2	10	20	No	No
Intersession '07-'08	0	0	0	No	No
Spring 2008	2	10	20	No	No



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Referral #: 84	Job: F	Office/Dept.: Media and Communication Arts			Division: Humanities
Bldg./Rm.: SH-286	Agency Code #: 04302	Location Code: 2916		Community Service? No	
Title of FWS Position: Research Assistant				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Transcribe interviews, transfer of 16mm film to videotape, burn DVD's of interviews, assemble interview packages and production assistance during interview. Must know Word/Excel, photoshop, basic 16mm and video skills.					
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	20	20	No	No
Intersession '07-'08	1	20	20	No	No
Spring 2008	1	20	20	No	No