



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 119	Job: A	Office/Dept.: Sophie Davis School of Admissions	Division: School of Biomed Edu.		
Bldg./Rm.: HR-101	Agency Code #: 04302	Location Code: 5265	Community Service? No		
Title of FWS Position: Administrative Aide			Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)		
Job Description: Students will compile mailing packets, file, do light data entry, and help answer reception telephones. No specific skills are necessary. We will train.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	5	20	20	No	No
Fall 2007	5	20	20	No	No
Intersession '07-'08	5	20	20	No	No
Spring 2008	5	20	20	No	No



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Referral #: 119	Job: B	Office/Dept.: Physician Assistant Program			Division: PA Program
Bldg./Rm.: HR-115	Agency Code #: 04302	Location Code: 5265		Community Service? No	
Title of FWS Position: Clerical Aide				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Student will answer phones, file, run errands, and light typing.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	5	10	20	No	No
Fall 2007	5	10	20	No	No
Intersession '07-'08	5	10	35	No	No
Spring 2008	5	10	20	No	No



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Referral #: 119	Job: C	Office/Dept.: CUNY Medical School			Division: Office of Student Affairs
Bldg./Rm.: HR-113	Agency Code #: 04302	Location Code: 5264	Community Service? Yes		
Title of FWS Position: Clerical Aide				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Student be engaged in detailed office assignments such as typing, copying, filing, disseminating information, and be a receptionist.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	5	10	20	No	No
Fall 2007	5	10	20	No	No
Intersession '07-'08	5	10	20	No	No
Spring 2008	5	10	20	No	No



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 119	Job: D	Office/Dept.: Learning Resource Center			Division: SDSBE
Bldg./Rm.: HR-114	Agency Code #: 04302	Location Code: 5265	Community Service? No		
Title of FWS Position: Computer Lab Aide				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Student will assist and monitor computer lab users; maintenance of LAN & computer lab; maintain accurate hardware & software inventory; input data; must have good organizational skills. Special skills: Windows XP, Windows 2000 server environment would be an asset.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	1	10	20	No	No
Fall 2007	2	10	20	Yes	No
Intersession '07-'08	1	15	25	No	No
Spring 2008	2	10	20	Yes	No



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Referral #: 119		Job: E		Office/Dept.: CHASM		Division: SDSBE	
Bldg./Rm.: HR-414		Agency Code #: 04302		Location Code: 5265		Community Service? No	
Title of FWS Position: Clerical / Receptionist					Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)		
Job Description: Answering telephone; screen visitors; maintain accurate activity database and inventory of resources.							
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	Yes	No		
Intersession '07-'08	1	15	25	No	No		
Spring 2008	1	10	20	No	No		



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Referral #: 119		Job: F		Office/Dept.: CHASM		Division: SDSBE	
Bldg./Rm.: HR-414		Agency Code #: 04302		Location Code: 5265		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: Tutoring in subjects in basic science: biology, chemistry, organic chemistry, physics, biomedical sources. Facilitate small-study group. Special skill: strong academic background in biomedical & basic science, good interpersonal and writing skills some experience in teaching or tutoring.							
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	5	10	Yes	No		
Intersession '07-'08	0	0	0	No	No		
Spring 2008	5	5	10	Yes	No		



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Referral #: 119	Job: G	Office/Dept.: CHASM			Division: SDSBE
Bldg./Rm.: HR-404 A	Agency Code #: 04302	Location Code: 5265	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 answer the phones, make copies, file, light input of data, and handle/deliver correspondence. Student is required to have basic knowledge in Microsoft Work and Excel.					
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	15	20	No	No
Intersession '07-'08	0	0	0	No	No
Spring 2008	0	0	0	No	No