

On Campus Federal Work Study

Department and Job Descriptions

Academic Advising

Contact: *Lorraine O'Flaherty* CC-242 (609) 626-6094 Lorraine.Oflaherty@stockton.edu

Job Title: Student Assistant

Duties include general office work, such as filing, answering phone calls, copying, scanning, and mailings. Employees will also be responsible for managing the flow of students and visitors in and out of the office and directing to other appropriate persons or departments as needed. Must have friendly demeanor and be reliable.

Academic Affairs (Atlantic City)

Contact: *Heather Watkins* AC -327d (609) 761-1202 Heather.Watkins@stockton.edu

Job Title: Student Assistant

Assist in the general operation of the office including greeting visitors, answering/directing incoming calls, photocopying, mail pick up and distribution, and completing project work for office staff. Student should have good computer knowledge, familiar with Microsoft office and internet; prior office experience is helpful.

Administration & Finance

Contact: *Beth Brook* N-Wing (609) 652-4325 Beth.Brook@stockton.edu

Job Title: Procurement & Contract Office Assistant

Assist with University's contracting process by tracking new contracts and issuing fully-executed contracts to staff. Assist with University's Vendor Certificate of Insurance database: Request updated COI's review and update database accordingly. Scan Purchase Orders into Banner, File COI's & PO's. Special projects as assigned. Knowledge of Excel & Banner helpful. Ability to work independently.

Admissions

Contact: *Linda Deman* CC-101 (609) 652-4835 Linda.Deman@stockton.edu
Joanne Yost CC-101 (609) 652-4262 Joanne.Yost@stockton.edu

Job Title: Office Aide

Assist zone secretaries as needed and on occasion may be responsible to help with receptionist coverage. Responsible for scanning applicant files into the Banner system. Organizing and filing of applicants records for sending to storage warehouse. Assist Office Manager and Assistant Directors as needed. Other duties as assigned.

Arts & Humanities

Contact: *Venustiano Borromeo* K-160 (609)626-3486 Venustiano.Borromeo@stockton.edu
David Goldmann AS-135 (609) 652-4860 David.Goldmann@stockton.edu
Denise McGarvey L-Wing/Gallery (609) 652-4566 Denise.McGarvey@stockton.edu
Jeremy Newman L-109 (609) 626-6865 Jeremy.Newman@stockton.edu
Madeline Perez K-150 (609) 626-3404 Madeline.Perez@stockton.edu
Chad Roberts CC206 (609)652-4780 Chad.Roberts@stockton.edu
Deanna Tumas K-150G (609) 652-4506 Tumasd@stockton.edu
Michael Zubrzycki E031 (609)652-4243 Michael.Zubrzycki@stockton.edu

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Department and Job Descriptions

Arts & Humanities – (cont.)

Job Title: Costume Shop Assistant (Venustiano Borrromeo)

Students must be on time and dependable; Students must possess strong communication skills and be a team worker; Duties include the hand sewing of labels onto costume pieces, the photographing of costume pieces, creating a digital catalogue of the costume photos, taking inventory of costume pieces, maintenance and upkeep of the costume shop, equipment, and willingness to learn sewing skills is desirable.

Job Title: Graphic Design Assistant

Monitoring graphic design and computer graphic studios, checking supplies, cleaning and assisting students.

Job Title: Art Gallery Monitor (Denise McGarvey)

Duties include security, keep light records, and help install art exhibitions, provide information to visitors, answer phones, general assistance to exhibition coordinator. Must be on time and dependable, service oriented, able to use a computer, have professional phone skills. Must be able to handle common hand tools, climb 10' ladder, lift and move up to 50lbs. Must be able to work on own.

Job Title: Office Assistant

Student should have good telephone and computer skills, work well with public and fellow employees, be organized, and have the ability to work alone. Duties include promoting ARHU and PAC events in Campus Center, which includes computerized ticketing services; word processing, photocopying; picking up/sorting mail; assisting with volume mailing projects; running errands; and related office duties as assigned.

Job Title: Communication Studies Media Production Facility Assistant (Michael Zubrzycki)

Handle all opening and/or closing responsibilities of computer lab. Handle signing-out and signing-in of media production equipment to students in the COMM program. Assist in the maintenance and inventory of media production equipment and computer lab. Familiarity with DSLR cameras, camcorders, microphones, and audio recorders is a plus. Familiarity with Windows and Mac operating systems preferred. Ability to multitask, work independently, perform tasks and procedures accurately, possess effective communication skills/ Experience in media production software (Adobe Premiere, Adobe Audition, Final Cut Pro X, Pro Tools) is preferred. Familiarity with DSLR cameras, camcorders, microphones, audio recorders and all relevant accessories is a plus. Student will also receive appropriate training.

Job Title: Stockton Student Television Equipment Sign Out (Jeremy Newman)

Equipment sign out and return using forms. Communicating with station staff. Charging batteries and formatting memory cards. Answering questions about basic equipment operation. Ability to communicate. Record keeping. Skills using digital technology.

Job Title: Theater Technician (Venustiano Borrromeo)

Students must be on time and dependable; Students must possess strong communication skills and be a team worker; Duties include the construction and painting of theatrical scenery, the hanging and focus of theatrical lighting, the maintenance and upkeep of the scene shop, Experimental Theater and control booth, shop equipment, and on-site and off-site storage areas; Inventory and maintenance of the prop room. A general knowledge of construction tools is helpful.

Job Title: Visual Arts Lab Monitor

Mix chemistry for photo lab, maintain and make sure students use all equipment correctly, make sure students follow proper procedure with chemicals, general clean-up of studios. Right to Know training required, must be able to work with proportions (mixing chemistry).

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Arts & Humanities – (cont.)

Job Title: WLFR Radio Station

Answering phones, taking messages, giving tours of the station, working on music library. Good communication skills a must.

Athletics and Recreation

<i>Contact:</i>	<i>Christian Allen</i>	<i>L-004</i>	<i>(609) 652-4983</i>	Christian.Allen@stockton.edu
	<i>Dave Amoriello</i>	<i>MRC-303</i>	<i>(609) 652-4980</i>	David.Amoriello@stockton.edu
	<i>Jim Gwathney</i>	<i>L-004</i>	<i>(609) 652-4873</i>	James.Gwathney@stockton.edu
	<i>Val Julien</i>	<i>SC-303E</i>	<i>(609) 626-6012</i>	Val.Julien@stockton.edu
	<i>Christine Klenk</i>	<i>SC-309A</i>	<i>(609) 652-4217</i>	Christine.Klenk@stockton.edu
	<i>Toni Petrilli</i>	<i>MRC-303</i>	<i>(609) 652-4472</i>	Toni.Petrilli@stockton.edu
	<i>Chris Rollman</i>	<i>SC-303F</i>	<i>(609) 626-6011</i>	Christopher.Rollman@stockton.edu
	<i>Jessica Spencer Bond</i>	<i>SC-309A</i>	<i>(609) 652-4544</i>	Jessica.Spencer@stockton.edu

Job Title: Office Assistant (Toni Petrilli)

Answering phone calls and greeting visitors, filing, photocopying and scanning. Mail pick up and distribution. Assist Athletics staff with projects. Good telephone and computer skills. Must be familiar with Word and Excel. Good Organization skills.

Job Title: Athletic Training Student Staff (Chris Klenk and Jessica Spencer Bond)

Assist Athletic Trainers with rehabilitation. Oversee student athletes at Stockton practices. Assist Athletic Trainers during games. Office work (i.e. answering phones, filing, etc.). No outside employment. Must be able to work nights and weekends.

Job Title: Event/Equipment Staff (Dave Amoriello)

Game Operations (scoreboard, music, camera, etc.). Equipment/Laundry Operations. Available to cover majority of the home contests. (Week nights and Saturday). Previous experience with athletic events preferred.

Job Title: Front Desk Security Staff (Val Julien)

Check in facility users. Enforce policies and procedures. Answer phones. General Customer Service – provide accurate information to those with questions. Prefer applicants that are available some evening and weekends.

Job Title: Fitness Center Student Staff (Christian Allen)

Provide service and assistance to fitness center patrons. Swipe all participants into the Fitness Centers. Clean and wipe down all equipment on a regular basis. Report safety and maintenance needs to Fitness Program Coordinator. Must be able to lift more than 45 lbs. Must be able to work week days and weekends. Provide friendly and upbeat customer service environment.

Job Title: Intramurals Student Officials (Jim Gwathney)

Referee at Stockton Intramural games. Scorekeeper at Stockton Intramural games. Must be able to work evenings and weekends.

Job Title: Sports Information Student Staff (Chris Rollman)

Scorekeeper and statistician at Stockton games. Office work such as making game programs. Updating publications and records. Updating the Stockton Athletics website. Experience with statistics preferred. Must be able to work evenings and weekends.

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Department and Job Descriptions

Bursar's

Contact: *Mimi Milazzo* *CC-202* *(609) 652-4603* Mimi.Milazzo@stockton.edu

Job Title: Office Aide

Assist with filing, answering phones, copying and assisting employees. Basic computer skills are necessary. Customer service friendly.

Campus Police

Contact: *Linda Shea* *Bldg. 71* *(609) 652-4378* Linda.Shea@stockton.edu
Dahlia Spataro *Bldg. 71* *(609) 652-4379* Dahlia.Spataro@stockton.edu

Job Title: Office Aide

Position will assist the secretarial and support staff in the police department. Duties will include but not be limited to general office duties, such as, filing, answering phones and taking messages in an accurate and professional manner. Must have basic computer skills.

Job Title: Public Safety Aide (C.O.P.S. Community Oriented Patrols for Students)

This position is a student patrol program to provide undergraduate students the opportunity to work with the Campus Police Department so they better understand the functions, responsibilities and duties of the department and a law enforcement officer. Shifts and schedules will vary depending upon availability and departmental needs. Assignments are the responsibility of the C.O.P.S program coordinator. There are qualifications that must be met to work in this position. A few of those qualifications are you **must be** at least 18 years of age, preferred to have Special Law Enforcement Class I or Class II Certification and must be currently enrolled in the University Criminal Justice or related program. Please contact the Police Department for **ALL the qualifications** needed to be met to work in this position.

Care & Community Standards Office

Contact: *Sarah Albertson* *F-107* *(609) 626-3585* Sarah.Albertson@stockton.edu

Job Title: Student Worker

Assist in the general operations of daily office tasks. Greet visitors and direct them to appropriate staff. Direct incoming phone calls and take appropriate messages. Sort/Organize paperwork, including handling confidential material. Organize/retrieve mail from the mailroom and other campus offices. Carry out other office duties and special projects as assigned. Represent OSRR at functions and events as necessary. Maintain a professional presence and demeanor. This position deals with sensitive and confidential information and materials, therefore all student workers are expected to uphold standards of confidentiality. Previous experience in an office setting preferred.

Career Education & Development

Contact: *Patti Williamson* *CC-104* *(609) 626-6814* Patti.Williamson@stockton.edu

Job Title: Office Assistant

Work as a team to execute all Front Office operations in an efficient and friendly manner. Demonstrate exceptional customer service skills during every phone and in-person interaction. Greet and triage all visitors to the Career Center and assist with inquiries and requests.

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Department and Job Descriptions

Career Education & Development – (cont.)

Handle all incoming calls and respond to inquiries and requests.

Instruct visitors on scheduling appointments with their Career Advisor. Communicate any calendar changes to appropriate personnel. Monitor access to the Career Resource Lounge and back offices. Monitor and maintain cleanliness of all Career Center public areas including the lobby, front desk and Career Resource Lounge and keep all materials posted and available, current and updated. Assist full-time staff with programs, events, and other special projects, as needed. Demonstrate knowledge of Career Center services and programs and communicate to faculty, staff, students, employers and other visitors as needed. Act as a representative and spokesperson for the Career Center with all faculty, staff and students. Demonstrate the highest level of ethics, integrity and confidentiality in every interaction and action. Must be currently enrolled as a student at Stockton University and eligible for Federal Work Study funds. Good academic and disciplinary standing. Display strong interpersonal, customer service and communication skills and the potential to develop these skills. Desire to learn the ins and outs of the Career Center services and the career development process. Marketing and social media expertise preferred.

Center for Learning Design

Contact: *Dennis Fotia* *F-101j* (609) 652-4580 Dennis.Fotia@stockton.edu

Job Title: Office Assistant

Greet visitors and alert staff. Assist in making appointments for faculty/staff with office staff members. Review office e-mail and respond or forward e-mails as appropriate. Perform general office duties and functions. Assist faculty/staff in answering questions and referring them to appropriate staff member or resource. Other duties as assigned. Excellent people skills. Knowledge and ability to answer and transfer phone calls. Knowledge of how to operate a computer and access, create, and respond to e-mail. Technology and Web skills a plus. Supervision by Assistant Director and CLD staff as appropriate.

Dante Hall Theater

Contact: *Stephanie Clineman* *Carnegie Library* (609) 626-3846 Stephanie.Clineman@stockton.edu

Job Title: Theater Administrative Assistant

Front of house greeter for events. Courteous and professional customer service. Clear and polite phone etiquette. Working with team to prepare theater for upcoming events. Ability to become proficient with ticketing software. Ability to work at a fast pace when lobby is full. Office Administrative duties (phones, experience with Microsoft Office, ability to assist with correspondence). Social Media experience Assist in the general operation of the office by greeting visitors, directing them to the appropriate staff, directing incoming calls and carry out general office support.

Job Title: Box Office Attendant

Front of house greeter. Courteous and professional customer service. Clear and polite phone etiquette. Financial reconciliations. Ability to become proficient with ticketing software. Ability to work at a fast pace when lobby is full. Money handling and report generating. Prior Box Office experience welcomed but not required.

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Department and Job Descriptions

Dean of Students

Contact: *Laura Hughes* CC-243 (609) 652-4326 Laura.Hughes@stockton.edu
 Monica Viani CC-243 (609) 652-4645 Monica.Viani@stockton.edu

Job Title: Office Assistant

Assist in the general operation of the office by greeting visitors, directing them to the appropriate staff, directing incoming calls and carry out general office support.

Development and Alumni Affairs

Contact: *Cynthia Crager* K-208 (609) 626-3658 Cindy.Crager@stockton.edu
 Ayisha Lee K-216 (609) 652-4753 Ayisha.Lee@stockton.edu
 Nikki Strothers K-211 (609) 652-4658 Nikki.Strothers@stockton.edu

Job Title: Student Assistant

Assist the Advancement Office with annual giving initiatives, alumni affairs engagement initiatives, daily office operations and special projects. Responsibilities include but are not limited to; data entry, prospect research, overall office event preparation, and miscellaneous projects. Knowledge of MS Office Suite and familiarity with database systems a plus. Ability to maintain confidentiality and to interact professionally in person.

Disbursement Services

Contact: *Bonnie Brittingham* N-Wing (609) 652-4570 Bonnie.Brittingham@stockton.edu

Job Title: Student Worker

General office work such as filing, mailing, typing, answering phones, copying and special projects.

EOF (Galloway Office)

Contact: *Deborah Joseph* F-109 (609) 652-4647 Deborah.Joseph@stockton.edu

Job Title: Clerical/ Office Aide

Assisting with clerical and office duty tasks within the Educational Opportunity Fund – Atlantic City Office (EOF-AC). Involves working in an office of high student volume. Professional, flexible with excellent telephone skills.

EOF (Atlantic City Office)

Contact: *Megan Taylor* A1-127 (609) 761-1237 Megan.Taylor@stockton.edu

Job Title: Clerical/ Office Aide

Assisting with clerical and office duty tasks within the office of Student Services. Involves working in an office of high student volume. Professional, flexible with excellent telephone skills.

Event Services- Campus Center Operations

Contact: *Maria Gallo* CC-241 (609) 652-4696 Maria.Gallo@stockton.edu
 Lauren Rizzo-Heiler CC-241 (609) 652-4878 Lauren.Rizzo-Heiler@stockton.edu

Job Title: Student Assistant

General office duties including filing, answering phones, pick up & deliver mail, onsite assistance at events. Basic computer knowledge and office experience required. Must be in good academic standing with a 2.0 GPA

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Department and Job Descriptions

Event Services- Campus Center Operations – (cont.)

Job Title: Operations Assistant

Supervise game room operations, provide on-site facility management for Campus Center, serve as team member for Office of Event Services and Campus Center Operations, and provide exemplary customer service via in person, phone calls and e-mail.

Facilities Management & Plant Operations

Contact: *Julie Shockley* *Bldg. 70* *(609) 652-4936* Julie.Shockley@stockton.edu
 Michael Sullivan *Bldg. 70* *(609) 626-5534* Michael.Sullivan@stockton.edu

Job Title: Work Order System Student Assistant

Assist with work order system data entry. Assist with phone calls/customer service needs. Monitor and review work order submissions. Good communication and customer service skills. Strong computer skills. Ability to grasp new concepts and programs quickly

Job Title: Parking & Transportation Clerk (Michael Sullivan)

General clerical office work such as filing, data entry, phones, customer service. Basic computer skills & customer services skills required

Financial Aid Office

Contact: *Jenifer Robin* *CC-201* *(609) 652-4826* Jenifer.Robin@stockton.edu

Job Title: Office Aide I

Assisting the Clerical Staff and Asst. Directors in a professional manner. Dependable, basic computer skills, general office skills.

Job Title: Office Aide II

Assisting the Clerical Staff and Asst. Directors in a professional manner. Dependable, basic computer skills, general office skills.

Fiscal Affairs

Contact: *Carole Shivers* *N-124* *(609) 626-6869* Carole.Shivers@stockton.edu

Job Title: Office Assistant

Scan documents into Banner. Pick up and distribution of Administration and Finance mail. Filing. Document retention. Other clerical duties as assigned. Strong organizational skills. Strong verbal and written skills. Responsible.

Free to Be Early Learning Center

Contact: *Erin Rossell* *Bldg. 6* *(609) 652-4572* Freetobe@stockton.edu

Job Title: Teacher's Aide I

Duties include working under the supervision of a teacher, working with young children and helping maintenance of keeping the center clean.

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Department and Job Descriptions

General Studies/Tutoring Center

Contact:	<i>Kathleen Denice</i>	<i>J-105</i>	<i>(609) 652-4440</i>	Kathleen.Denice@stockton.edu
	<i>Dale Howell</i>	<i>J-102</i>	<i>(609) 652-4481</i>	Dale.Howell@stockton.edu
	<i>Lauren Rivera</i>	<i>J-105</i>	<i>(609) 652-4441</i>	Lauren.Rivera@stockton.edu

Job Title: Office Aide

Assisting students with general questions. The student will assist in clerical duties such as answering the phone, typing, photocopying, mailings and other duties as necessary.

Job Title: Math/Science Tutor

Tutor students in the Math/Science Center in a variety of levels of mathematics, natural science, computer science, economics, and/or business. Student must possess excellent math and/or science skills. Attendance at biweekly tutor training meeting is required.

Job Title: Writing Tutor

Tutor students in the areas of writing, reading, and study skills. Also, assists in the development of materials for student's use. The student should have superior writing skills, must complete writing tutor practicum, and attend tutor training meetings.

Global Engagement

Contact:	<i>JY Zhou</i>	<i>F-101k</i>	<i>(609) 626-5593</i>	JY.Zhou@stockton.edu
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Job Title: Office Aide

Basic customer service and back office duties (e.g. filing, answering phone, appointment making). Schedule reliability and flexibility. Independence and professionalism. Creativity. Ability and willingness to learn. Attention to details. Students with previous international exposure (study abroad returnees, international students, first generation student(s) are highly welcomed). Experience in Microsoft Office is required. Previous experience in customer service preferred, but not required. Extent of supervision is dependent on student experience and abilities.

Graphics

Contact:	<i>Sheryl Allen</i>	<i>E-104</i>	<i>(609) 652-4285</i>	Sheryl.Allen@stockton.edu
	<i>Karen Quinn</i>	<i>E-014</i>	<i>(609) 652-4827</i>	Karen.Quinn@stockton.edu

Job Title: Graphics Assistant

Assisting the graphic's staff in production of college printed materials and publications.

Job Title: Graphics Receptionist/Secretary

Acts as a receptionist for the Graphic's Department. Also, performs general secretarial duties as assigned.

Human Resources

Contact:	<i>Dawn Channell</i>	<i>J-115</i>	<i>(609) 652-4384</i>	Dawn.Channell@stockton.edu
	<i>Sharon Stubbs</i>	<i>J-115</i>	<i>(609) 652-5822</i>	Sharon.Stubbs@stockton.edu

Job Title: Receptionist/Office Assistant

Duties include answering phones, taking messages, and assisting clerical staff with office duties.

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Department and Job Descriptions

Information Technology Services

Contact: *JoAnn Kocher* *D-121* *(609) 652-4575* JoAnn.Kocher@stockton.edu

Job Title: Student Helpdesk Tech

Under the direction of the professional staff, provide end user support for hardware and software related issues as well as network connectivity to Students, Faculty and Staff. Also performs maintenance, upgrades and troubleshooting for both the academic labs, classrooms and office computer equipment. Strong verbal and written communication skills are required. Applications are accepted at: [IT Services](#)

Kramer Hall-Hammonton

Contact: *Christina Birchler* *Kramer Hall 313* *(609) 626-3835* Christina.Birchler@stockton.edu

Job Title: Student Assistant (Events/Building Operations)

Friendly, outgoing, customer service oriented, with strong written and verbal communication skills. At ease greeting all guests and working with diverse groups. Comfortable with being assigned to assist with multiple events during their shift. Ability to multi-task. Ability to work evenings and weekends, must have own transportation to site (**shuttle not provided**). Microsoft Office skills required. Technology troubleshooting, previous customer service experience preferred.

Lloyd D. Levenson Institute of Gaming, Hospitality & Tourism (LIGHT)

Contact: *Sarah Grady* *Rothenberg Bldg.* *(609) 626-3859* Sarah.Grady@stockton.edu

Job Title: Student Worker

Monitor and maintain LIGHT's social media presence, monitor media channels for stories of interest and document mentions of LIGHT, assist LIGHT staff with research, training, and event logistics as needed, other duties and tasks as assigned. Proficiency with social media platforms, specifically Facebook and Twitter, excellent communication skills, Hospitality and Tourism Management Studies Program preferred, experience with data analytics and website maintenance preferred.

Library

Contact: *Emma Picorale* *E-114D* *(609) 652-4352* Emma.Picorale@stockton.edu

Job Title: Student Assistant / Periodicals

Assisting with periodical department projects as assigned. Simple routine maintenance of microfilm and microfiche collection is included. The student should have basic computer skills and preferred typing skills (not required).

Job Title: Circulation

Providing customer service at the circulation desk; charging, discharging, and renewing library materials; updating library patron information; organizing library material for re-shelving; and other clerical duties as needed.

Job Title: Documents Aide

Duties include staffing office, answering the telephone, taking messages, occasional word processing, arranging library material in numerical and alphabetical order, shelving material and performing individual duties as assigned by the supervisor.

On Campus Federal Work Study

Department and Job Descriptions

Mail Room (Galloway)

Contact: *Missy Delaney* *F-025* *(609) 652-4577* Evelyn.Delaney@stockton.edu
 Jake Lehneis *F-025* *(609) 652-4577* Jake.Lehneis@stockton.edu

Job Title: Student Worker

Sorting and labeling mail for delivery to students and employees of the University. Works well with others, organizational skills, willingness to learn, good customer service. Ability to make decisions, multitask, lift packages, and stand for long periods of time.

Mail Room (Atlantic City)

Contact: *Missy Delaney* *B1-102* *(609) 761-1286* Evelyn.Delaney@stockton.edu

Job Title: Student Worker

Sorting and labeling mail for delivery to students and employees of the University. Works well with others, organizational skills, willingness to learn, good customer service. Ability to make decisions, multitask, lift packages, and stand for long periods of time.

Manahawkin Instructional Site

Contact: *Nicole Heinrich* *Manahawkin* *(609) 626-3886* Nicole.Heinrich@stockton.edu

Job Title: Student Worker

Student will assist professional staff members with the operation of the Manahawkin Instructional Site. Student should have strong communication skills in the following areas: customer service, telephone, social media, and computer software applications (knowledge of Adobe Photo Shop is a plus). Student must have the ability to work with diverse users of the site including students, faculty, guests and members of the public as well as fellow employees. Student must be willing to work evenings and weekends. Prior office experience is helpful. *Responsibilities will include:* answering phones, assisting with marketing efforts, preparing documents, social media posts on Facebook, Instagram, and Twitter, sorting and distributing mail, event support and other duties as assigned. The student must maintain a 3.0 GPA; possess Microsoft Office skills and general computer skills. **Please note that transportation will not be provided.**

NAMS Administration & Lab

Contact: *Desiree Gaston* *USC2-302* *(609) 652-4943* Desiree.Gaston@stockton.edu
 Christine Schairer *USC1-240* *(609) 626-6813* Christine.Schairer@stockton.edu
 Cheryl Wilson *USC2-240* *(609) 652-4677* Cheryl.Wilson@stockton.edu

Job Title: Office Aide

Assisting secretarial staff with general office duties such as typing, answering phones, using the copy machine, preparing and distributing mail.

Job Title: Chemical Prep Assistant

Assist in preparation of chemistry and biology labs.

Job Title: Greenhouse Student Worker

Help support the day-to-day operations of the NAMS Greenhouse.

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NAMS Administration & Lab – (cont.)

Job Title: Physics Stockroom/ Laboratory set-up Aid

Assistance in setting up and breaking down Physics I and II Labs and lecture demonstrations.

National Aviation Research & Technology Park (NARTP)

Contact: *Nicole Marsh* *F-028* *(609) 626-6031* Nicole.Marsh@stockton.edu

Job Title: Office Assistant

Assist with organizing meetings, receiving inbound phone calls. Copying and filing documents. Updating social media platforms and websites. Must be proficient with Microsoft Office Suite. Competency with basic office skills – faxing, copying, scanning, filing, and word processing. Must have positive attitude, punctual, and professional demeanor. Reliable transportation is required due to off-site location.

Office of Continuing Studies

Contact: *Bahiya Cabral-Johnson* *F-101* *(609) 652-4959* Bahiya.CabralJohnson@stockton.edu
 Mary Beth Cordle *F-101* *(609) 652-4919* MaryBeth.Cordle@stockton.edu
 Dawn Marshall *F-101* *(609) 652-4227* Dawn.Marshall@stockton.edu

Job Title: Student Office Assistant

Assist with answering phones, mail distribution, filing, working with word and excel documents. Must be responsible, dependable and computer literate.

Office of Graduate Studies

Contact: *Leah Henderson* *F-101* *(609) 626-3640* Leah.Henderson@stockton.edu
 Tara Williams *F-101* *(609) 626-3482* Tara.Williams@stockton.edu

Job Title: Student Office Assistant

Assist with answering phones, mail distribution, filing, working with word and excel documents. Must be responsible, dependable, professional and computer literate.

Office of Research and Sponsored Programs

Contact: *Ronnie Carlini* *E-226* *(609) 626-6028* Ronnie.Carlini@stockton.edu

Job Title: Student Worker

Must be friendly, responsible, mature, and organized. Duties include general office computer skills, customer service, phone etiquette, independent worker.

Office of Residential Life-A-100/Lakeside

Contact: *Jamie Caridad* *A-100* *(609) 626-6851* Jamie.Caridad@stockton.edu
 Brian Pluchino *82-4* *(609) 652-4961* Brian.Pluchino@stockton.edu

Job Title: Office Assistant

Duties include answering phone calls, delivering notices to apartment residents, processing work orders, signing out keys and other miscellaneous assignments given by professional staff.

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Department and Job Descriptions

Office of Residential Life-A-100/Lakeside – (cont.)

Job Title: Residential Life Student Assistant

Answer phone calls, connecting staff to students, and takes logs of student, parent, and interoffice calls. Assist with light troubleshooting on residential issues (lockouts, work orders, providing general information). Provides office coverage and performs miscellaneous assignments given by professional staff. Customer service orientated. Knowledge of Microsoft Office and Google Suite. Ability to learn new software (Star Rez).

Office of Service Learning

Contact:	<i>Erin O'Hanlon</i>	<i>F-009</i>	<i>(609) 652-4256</i>	Erin.Ohanlon@stockton.edu
	<i>Shawn Cooper</i>	<i>F-009</i>	<i>(609) 652-4256</i>	Shawn.Cooper@stockton.edu

Job Title: Bonner Leader

Civically engaged and community focused student leader. Focus on specific social justice issues and are change agents in the community. Willing to provide direct service and capacity building by serving in the community. Willing to be part of a team of solution-minded, out of the box thinkers. Passion for any social justice issue. Willing to go on and off campus to work on projects. Able to stand shoulder to shoulder with professional staff. Application process required. Assistance available in B106.

Job Title: Changebuilder

Civically engaged and community focused student leader. Focused on direct service solutions based in the community. Interested in volunteering under the guidance of the Changebuilder Coordinator. Willing to be part of a team of solution-minded, out of the box thinkers. Passion for volunteering and making a difference in the world. Willing to go on and off campus to work on projects. Interested in developing personal skills for the 21st Century workplace. Willing to lead others as young, socially responsible student-citizens.

Job Title: Strategic Communication Leader

Supports the office with social media strategies and brand development. Focused on press releases, graphic design and social media management. Must be comfortable with exposure to original and ingenious ideas. Creativity a must! Great opportunity for students studying marketing or public relations. Any major can apply, but great for Communications and Marketing majors.

Office of Student Development

Contact:	<i>Dianne Stalling</i>	<i>CC-240G</i>	<i>(609) 652-4205</i>	Dianne.Stalling@stockton.edu
	<i>Renee Tolliver</i>	<i>CC-212G</i>	<i>(609) 652-4206</i>	Renee.Tolliver@stockton.edu

Job Title: Student Development Assistant – Work Study

Sign in and out when working. Make sure work area is clean. Keep computer paper in copier/computer. Swipe at events for Osprey. Deliver mail to offices and mailroom. Excellent communication skills. Outgoing. Friendly. Willing to learn new things. Team developer.

Performing Arts Center

Contact:	<i>Susan Wallace</i>	<i>K-144</i>	<i>(609) 652-4607</i>	Susan.Wallace@stockton.edu
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Job Assistant: Office Assistant

Assist in general office duties including answering the phones, photocopying, mail runs, errands and assisting with mailings. Student should have good Microsoft word and excel skills. Student should also have good phone skills.

On Campus Federal Work Study

Department and Job Descriptions

Print Shop

Contact: *John Allen* F-022 (609) 652-4576 John.Allen@stockton.edu

Job Title: Print Shop Assistant

Duties include operating high speed phone copiers and related equipment. Student will prepare copied material for college.

Risk Management, Environmental, Health & Safety

Contact: *Amber Berry* Bldg. 70 (609) 626-6126 Amber.Berry@stockton.edu

Job Title: Environmental Health & Safety Clerical Intern

Good communication and time management skills. Adaptable, Organized and detail focused. Goal orientated. Answering calls and queries, taking messages and handling correspondence. Filing and maintaining/organizing filing systems. Typing, preparing and collating reports/drafting documents. Use of various computer packages such as Word, Excel, and PowerPoint preferred. Daily interaction, consistent follow-up on tasks, requirement of weekly log of tasks and accomplishments.

School of Business

Contact: *Donna Hagen* H-118 (609) 626-3571 Donna.Hagen@stockton.edu

Job Title: Student Assistant

Student Assistant will greet all visitors to the school in a professional manner. Student will serve as the Office Receptionist - Answer phones, take messages, and assist students with any issues and/or concerns. Responsible for collecting and reviewing Student Issue Forms and ensuring forms are accurate and complete. Duties will also include but are not limited to filing and copying for faculty and staff, sorting and distributing the mail. Print shop drop off and pick up requests as needed. Assist Professional staff with Budget. Student should have computer experience. Student should have good Microsoft word and excel skills. Student should also have good phone etiquette.

School of Education

Contact: *Karen DiGirolamo* J-201 (609) 626-6883 Karen.DiGirolamo@stockton.edu
Karin Kallert J-201 (609) 626-6883 Karin.Kallert@stockton.edu

Job Title: Student Worker

Assist in all aspects of office operation. Answering phones, typing, filing, photocopying, assist in mailing, and run errands.

School of Health Sciences

Contact: *Nikita Lively* HSC-215 (609) 652-4864 Nikita.Lively@stockton.edu
Brenda Sterling HSC-215 (609) 652-4928 Brenda.Sterling@stockton.edu

Job Title: Student Office Aide

Assists with various office tasks (copying, mail pickup and delivery, basic research, running errands, special projects, etc.) Copy documents according to faculty instructions. Basis reception duties. Computer skills required.

On Campus Federal Work Study

Department and Job Descriptions

School of Social and Behavioral Sciences (SOBL)

Contact: *JoAnn Hulme* H-201 (609) 652-4513 JoAnn.Hulme@stockton.edu
Dawn Watkins H-201 (609) 652-4768 Dawn.Watkins@stockton.edu

Job Title: Student Office Assistant/Receptionist

Primary role is assisting clerical staff/faculty in all aspects of office operation. Responsibilities include punctuality, greeting visitors/students with prompt and courteous service, confidentiality, answering phones, basic computer knowledge, photocopying, assisting with mail/print shop delivery and retrieval, running errands as needed, working on special projects for faculty/staff, and keeping work area clean and supplies filled on a daily basis.

Stockton Center for Community Engagement (SCCE)

Contact: *Heather Swenson Brilla* B-108 (609) 626-5531 Heather.SwensonBrilla@stockton.edu

Job Title: Student Fellow - Homework Completion Programs

Support children from Kindergarten through High School with finishing homework. Distribute pre-packaged meals and snacks to the children in the program. Keep an inventory of program supplies. Orient new volunteers and maintain the sign-in logs. Must be dependable, flexible, patient, and a good communicator.

Student Records and Registration

Contact: *Karen Diemer* CC-203 (609) 652-4235 Karen.Diemer@stockton.edu

Job Title: Office Assistant II

Filing, working in the front counter, working registration and orientation, taking ID photos, and data entry are some duties. Preferred data entry experience.

Student Success Services

Contact: *Tomas Itaas* D-116 (609) 652-4407 Tomas.Itaas@stockton.edu
Megan Taylor D-116 (609) 652-4850 Megan.Taylor@stockton.edu

Job Title: Office Worker

General office work, special projects, coordinate workshops. Must be proficient in MS Office Suite. GPA requirement 2.75 and above.

Student Transition Programs

Contact: *Ana Rodriguez* D-116 (609) 652-4877 Ana.Rodriguez@stockton.edu

Job Title: Student Program Coordinator

Plan, promote, and participate in scheduled department programs. Must be able to attend evening and weekend programs. Must be able to attend scheduled afternoon programs. Will be asked to survey students and categorize survey responses. Must be flexible and have a positive attitude. May be asked to occasionally deliver items across campus. Will be asked to recruit students to attend afternoon and evening programs. May be asked to take pictures and video record programs. Weekly/Bi-Weekly Team Meeting.

On Campus Federal Work Study

Department and Job Descriptions

University Relations & Marketing

Contact: *Stacey Clapp* L-212d (609) 626-3645 Stacey.Clapp@stockton.edu

Job Title: University Relations & Marketing Student Assistant

Strong communication skills, both written and oral. Attention to detail, including strong spelling, grammar and punctuation skills. Outgoing, positive attitude. Ability to work with others. Office skills, including general computer knowledge. Have a thorough understanding of how social media works. Ability to creatively share a social media story through visual and written details. Accuracy, attention to detail a willingness to approach speakers, faculty and students for social media interviews.

Veterans Affairs

Contact: *Ashley Jones* F-109 (609) 652-4315 Ashley.Jones@stockton.edu

Job Title: Student Worker

Assist office in daily clerical operation, posting of information and other duties as needed.

Vice President for Student Affairs

Contact: *Yubi Peña* D-116 (609) 652-4225 Yubi.Pena@stockton.edu

Job Title: Student Assistant

Assist in the general operation of the office including greeting visitors, answering/directing incoming calls, photocopying, mail pick up and distribution, and completing project work for office staff. Student should have good computer knowledge, familiar with Microsoft office and internet; prior office experience is helpful.

Wellness Center

Contact: *Viana Laboy* J-204 (609) 626-6078 Viana.Laboy@stockton.edu
Michael Levin J-204c (609) 652-6840 Michael.Levin@stockton.edu
Nancy McGarigal J-204 (609) 626-3611 Nancy.McGarigal@stockton.edu
Nathan Morell J-204 (609) 652-4286 Nathan.Morell@stockton.edu
Roseann Stollenwerk J-204k (609) 652-4223 Roseann.Stollenwerk@stockton.edu

Job Title: Student Assistant (Michael Levin)

Students will assist in promoting Drug and Alcohol awareness and work alongside the Drug and Alcohol Peer Educators, plan and organize special events, light clerical work. Greets clients, visitors, faculty and staff. Answering the telephone, copying notes, other duties as assigned. Ability to deal with a diverse population. Ability to maintain confidential information.

Job Title: Student Assistant (Roseann Stollenwerk)

Greet clients, visitors, faculty, and staff. Answer telephone, copying, notes, proctor exams, and other duties as assigned. Ability to deal with a diverse population. Ability to maintain confidential information and work with others.

Job Title: Student Assistant (Nathan Morell)

Student assistant for suicide prevention, disordered eating awareness and prevention, and wellness outreach planning. Student will attend planning meetings and events as needed. Must have effective communication skills, creativity, dedication, resilience and adaptability. Efficient time management skills. Google Drive and Google Calendar skills. Networking skills. Social Media and Marketing skills.

On Campus Federal Work Study

Department and Job Descriptions

Women's, Gender & Sexuality Center

Contact: *Rebecca Longo* *F-103* *(609) 626-3611* Rebecca.Longo@stockton.edu

Job Title: Student Worker

Assist in promoting the mission and vision of the Women's, Gender and Sexuality Center and work alongside sexual assault advocates and peer educators in the new lounge and victim advocacy center. Greets clients, visitors, faculty and staff, answer phones. Plan and organize events, tabling, sort clothes, light clerical work. Professional, friendly/empathic, problem-solver, team player, self-starter, interest in topics related to women's issues, gender and sexuality issues and power-based personal violence (dating violence, sexual assault, stalking), public speaking for events. May require lifting up to 30lbs. Marketing/Social Work/Psychology/Criminal Justice/Communication courses are a plus.

William J. Hughes Center

Contact: *John Froomjian* *N-007* *(609) 626-3626* John.Froomjian@stockton.edu
 Regina Kinney *L-212* *(609) 626-3517* Regina.Kinney@stockton.edu
 Kyle Zack *N-007* *(609) 626-3626* Kyle.Zack@stockton.edu

Job Title: Student Worker (Regina Kinney)

Assist in the administrative operation of the Hughes Center and other duties as needed

Job Title: Stockton Polling Institute Interviewer (John Froomjian)

Interviewers are needed to conduct public opinion and research surveys, mainly by telephone, for the Stockton Polling Institute. Interviewers will work for the William J. Hughes Center for Public Policy in the Office of Academic Affairs.

Interviewers will work together but independently at 30 call stations in a large room on the Stockton campus. This is not a telemarketing/sales or fund-raising job. The purpose of the phone interviews is to conduct research. The interviewers will work under the direction of supervisors. All institute staff report to the Hughes Center's research associate or representative.

Interviewers must show up for work on time. They will conduct themselves professionally in phone interviews and must adhere to polling industry professional and ethical standards. Training will be provided. Interviewers are expected to work efficiently, moving from one interview to the next with minimum down time or distraction.

No prior experience is required. Interviewers must be able to speak clearly and audibly in English. They must be able to read survey questions exactly as written and accurately record answers on a computer. Competencies in reading and computer skills are needed. Good interpersonal skills and a strong work ethic are pluses.

This position requires evening and weekend shifts of 4 to 7.5 hours. Work schedules will likely be irregular, with interviewers needed for days or weeks at a time followed by a break of two or more weeks with no polling activity. Interviewers may set their own work schedule within parameters.

Work study students whose financial aid runs out may be allowed to continue working at the Stockton Polling Institute under the Hughes Center budget.