

Department	Location	Supervisor	Extension	Position Description	Qualifications	Available Shifts
<b>Activities</b>	CC 206	<i>Matt Thomas</i>	3495	Student will cover office when professional staff is not available. Setup, run and breaks down events. Referee, time, set up and breakdown intramural sport events.	All training will be provided.	Day, evening and weekend
<b>Alpha House</b>	Alpha House	<i>Connie Dema</i>	3486	Assisting teachers in various duties such as hand washing, snack and play times, art activities; relieve teachers at lunch time and prepare materials for lessons. After school programs - homework help, watch children during play time.	An ability to work well with young children.	Day, early evening
<b>Art</b>	Lower Level ETC	<i>Pamela Flynn</i>	3418	Update art gallery web site, video gallery openings, help with hanging art exhibits, upkeep of gallery walls.	Computer skills, self motivated.	Day and evening
<b>Art</b>	Lower Level ETC	<i>Pamela Flynn</i>	3418	Clean 2-D and 3-D studios, wedge clay.	Art major or student interested in Art. Self motivated.	Day, evening and weekend
<b>Arts and Science</b>	HFH 323	<i>Eileen Konkolewski</i>	3238	Filing, update bulletin board, assist faculty as needed, xeroxing, shred, record incoming syllabi and file in appropriate location.	Basic knowledge of Microsoft Word, punctual, attention to detail, interpersonal skills.	Day and evening
<b>Arts and Science NSM</b>	HFH 403A	<i>Jessica Zarzycki</i>	3255	General lab maintenance, assisting the SLC with set up and tear downs of students labs; assisting with preps and daily needs in lab. Filing and inventoring labs.	Prefer student with course work in biology and chemistry. Reliable, conscientiousness and enthusiastic attitude.	Day and possibly evening

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<b>Athletics</b>	CC G16	<i>Kevin Huckel</i>	3347	Help with secretarial duties during lunch hours.	Responsible and punctual. Knowledge of Excel and Word.	Day
<b>Athletics Fitness Center</b>	CC G16	<i>Kevin Huckel</i>	3347	Work in Fitness Center to monitor patrons and verify they are students or employees of HFU.	Responsible, dependable and punctual.	Day, evening and weekend
<b>Athletics</b>	CC G16	<i>Kevin Huckel</i>	3347	Game Management for home games. Scoreboard operator, ball runners, flag people, ticket sellers, security, videotaping and setup and break down.	Responsible and punctual. Athletes preferred but not required.	Day ,evening and weekend
<b>Athletics SID Office</b>	CC G16	<i>Kevin Huckel</i>	3347	Assist Director of Sports Information with sports information duties; such as stats, press releases and game programs.	Sports Management major with an interest in media relations or an English major.	Day, evening and weekend
<b>Audio Visual</b>	Library 2nd Floor	<i>Gary Coleman</i>	3585	Set up classrooms and computer labs. Help with special events and audio/visual.	Grasp of A/V technology. Communication skills.	Day, evening and weekend
<b>Business Office</b>	HFH 202	<i>Mary Teresa Ferraro</i>	3456	General clerical duties including stamping, filing, mail stuffing, data entry, etc.		Day
<b>Career Center</b>	CC 216	<i>Don Brom Anna Tysarczyk</i>	3223	Pick up and distribute mail, data input for graduate survey, internet research, upkeep of job posting bulletin board, copying papers in duplicating, shredding and answering phones.	Knowledge of internet. Simple office etiquette. Reliable.	Day

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<b>Center for Academic Enhancement Peer Tutor</b>	Library, 2nd Floor	<i>Angela Godshall</i>	3413	Provide tutoring in specific disciplines. Assist with regulating the use of hardware/software. Assigning, promoting and monitoring computer/internet usage within the Center. Record keeping. Emailing follow up to students and instructors.	College level knowledge of specific disciplines tutored; basic language software, strong people skills, minimum GPA of 3.5 in subjects candidate in tutoring.	Day
<b>Center for Academic Enhancement Student Organizational Support</b>	Library, 2ndFloor	<i>Angela Godshall</i>	3413	Administrative/organizational support in a broad range of clerical functions. Duties include greeting students, scheduling appointments, answering phones, duplicating, mail retrieval and research.	Detail oriented, organizational skills, good people skills.	Day
<b>Cooperative Education</b>	ETC 222	<i>S. Frances Veitz Lindsay McLester</i>	3406 3239	Organizing paperwork, stuffing folders, bulletin board organization, contact research, mail merging and mailing letters, etc.	Familiar with Word including mail merge, internet access and research ability.	Day
<b>Division of Extended Learning</b>	Woodhaven	<i>Philip Moore</i>	5000	Research, filing, special projects, mailings, xeroxing.	Working knowledge of Microsoft Office programs.	Day, evening and weekend
<b>Duplicating</b>	NEB G11	<i>Loretta Mucci</i>	3276	Running all office machines-high power copiers, duplicators, collating machines, laminator, binding machines. Picking up and delivering copy requests and answering phone.	Skills to run duplicating machines and be able to trouble shoot (clear jams, add paper and make adjustments). The students need to handle themselves in a professional and polite manner.	Day and evening

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<b>Education Resource Room</b>	ETC 405	<i>Julie Tangradi</i>	3209	To ensure opening/closing of Resource Room for student use. Operate laminator(poster maker). Maintain resources for student use and accessibility. Supervise check in and check out	Reliability, leadership, capability, enthusiasm, outgoing personality-preferably Education majors	Day and evening
<b>Financial Aid Office</b>	HFH 203	<i>Christine Coleman</i>	3450	Alphabetical filing, entering data in Excel, stuffing envelopes, mailing letters, shredding, updating bulletin board and duties as assigned.	Proficient in Microsoft Office Products, knowledge of alphabet, detail oriented and able to multi task.	Day
<b>Graduate Admissions</b>	HFH 102	<i>Gidget Montelibano</i>	3358	Answering phones, filing, mailings, xeroxing, mail and assembling packets.		Day
<b>Institutional Advancement</b>	Andalusia	<i>Sr. Noreen</i>	3665	Calling donors to thank them. Internet research. General clerical duties including mailings, filing, shredding, xeroxing, inventory and stocking supplies. Assist with scholarship events. Assist in Alumni and Development Offices.	Basic computer skills, strong communication skills, self-motivated.	Day
<b>IT/Web Services</b>	ETC 406	<i>Mei Yin</i>	3600	Convert office documents to web material, monitor web forms, make simple changes to web pages, test new web pages, take pictures for website as necessary.	Familiar with MS Office, willing to learn how to scan documents, how to convert files to PDF. Detail-oriented. Responsible.	Day

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<b>IT</b>	Library 2ndFloor	<i>Gary Coleman</i>	3585	Set up computers and labs, check printers, answer phones at help desk and assist with classroom technology problems. Assist with set up for open houses.	Basic knowledge of P.C. skills; communication skills.	Day, evening and weekend
<b>IT/AV Switchboard</b>	Library 2ndFloor	<i>Gary Coleman</i>	3585	To assist operator with phone calls. Data entry.	Communication skills.	Day and evening
<b>Library</b>	Library	<i>Milda Wallace</i>	3312	Shelve books, process materials, pick-up and deliver mail, check info in catalog, basic data entry into computer.	Attention to detail, ability to follow directions, basic computer skills.	Day
<b>Mailroom</b>	HFH 15	<i>Valerie Gavaghan</i>	3260	Run postal meter, sort and deliver mail and answer phones.	Reliable, dependable, able to follow directions. Customer service skills.	Day
<b>Marketing</b>	Andalusia 205	<i>Kathy Migliarese</i>	3567	Uploading, renaming, tagging, retrieving photos on the Digital Asset Management sever/storage.	Data entry, attention to details. (Accuracy vs. speed).	Day
<b>Marketing</b>	Andalusia 205	<i>Kathy Migliarese</i>	3567	Responsible for in house staff photography, such as student events. Assisting on photo shoots with paid photographers.	Basic knowledge of cameras and computers. Prerably an art or communications major with an interest in and eye for photography. Will train.	Day and evening

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<b>Marketing</b>	Andalusia 205	<i>Kathy Migliarese</i>	3567	Create, update and maintain social media sites and pages authorized by and for Holy Family such as facebook, twitter, etc. Assist promoting sites on campus with handouts and contests.	Data entry and computer knowledge. Outgoing personality. Communications major preferred. Will train.	Day
<b>Marketing</b>	Andalusia 205	<i>Kathy Migliarese</i>	3567	Media relations. Draft press release using templated and provided information. Brainstorm/draft headlines, contribute possible campus story ideas, fax to media contacts, attend campus news events, research, file and organize press releases and materials. Assemble press packets. Helps organize and prepare news clipping for monthly reports.	Basic writing and news writing skills. Strong verbal skills. Student newspaper or publication preferred. Communications major preferred. Will train, if necessary.	
<b>Public Safety</b>	CC 101	<i>Joseph McBride</i>	3642	Work as a trainee in the Command Center - monitoring cameras, answering phones, assisting the public and other needed duties.	Computer skills, self motivated.	Day, evening and weekend
<b>Purchasing</b>	HFH 107	<i>Marie Melnick</i>	3271	Deliveries, receiving, filling in stock, copies, deliver paper to computer labs, move furniture, do inventories and cut Christmas wrapping paper.	Lift 30-50 lbs., responsible and dependable.	Day
<b>Purchasing</b>	HFH 107	<i>Marie Melnick</i>	3271	Deliveries, receiving, filling in stock, copies, wrap Christmas gifts, do inventories, file, do spreadsheets on computer.	Responsible and dependable.	Day

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<b>Radiologic Science</b>	HFH 114	<i>Susan Rogers</i>	3360	Duplicating, putting "Info Session" folders together, scanning xray images, stocking clinical forms, light typing.	Good organizational skills.	Day
<b>Residence Life</b>	SJH	<i>Rachel Donohue</i>	3241	Checking IDs to ensure residents live in SJH, signing in guest, knowledge of residential policy and procedure, answering phone when necessary, assisting supervisor with projects.	Prefer residential student with a customer service background.	Day and weekend
<b>School of Business</b>	Aquinas Hall	<i>Sandy Gregory</i>	3336	Clerical duties, copying, filing, proof reading, internet research, errands and mail carriers service.	Microsoft Word, Excel and Power Point. Proof reading skills.	Day
<b>School of Education</b>	ETC 445	<i>Fran Iatarola</i>	3583	General Clerical.	Perform general office duties.	Day
<b>School of Education Field Placement Office</b>	ETC 441/442	<i>Dr. Stephen Young</i>	3666	Maintain clearance database. Update and maintain school district contact information. General clerical duties.	Highly organized. Task oriented. Self-directed. Discrete. Computer literate.	Day
<b>School of Nursing</b>	NEB 107	<i>Jo McElwaine</i>	3446	Delivery, duplicating and misc office work. Assist secretaries and faculty as needed. Cover office while staff is unavailable	Nice personality. Responsible. Dependable. No Nursing majors.	Day
<b>Special Services</b>	CC 214	<i>Patricia Dunne Linda DiGennaro</i>	3509	Light office work, answer phones, filing, assisting with events.	Customer Service skills.	Day, evening and weekend

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<b>Student Services</b>	CC 212	<i>Cindy Brong</i>	3200	Assist with any daily projects for VP or other Student Services offices as needed. Assist with all school mailings. Pick up and deliver mail. Man office during lunch hour. Assist students needing information about Student Services.	Friendly, assertive, organized, neat, respectful of the offices, dependable,punctual and responsible.	Day
<b>Student Services</b>	CC 212	<i>Cindy Brong</i>	3200	Man the information desk located just of the elevator by providing directions or information. Distribute business cards of unavailable personnel. Assit with Student Service projects.	Friendly, assertive, organized, neat, respectful of the offices, dependable,punctual and responsible.	Day
<b>UG Admissions</b>	UG Admissions	<i>Maria Roesener</i>	3419	Assist with all mailings, answer door and help visitors. Campus tours if necessary.	Students should also be student ambassadors.	Day

## PROCEDURES FOR OBTAINING A FEDERAL WORK STUDY (FWS) POSITION 2011-2012

1. Positions are located at [www.holyfamily.edu/finaid](http://www.holyfamily.edu/finaid), “Student Employment”, “2011-2012 FWS Job Listing”.
2. Contact the supervisor of the department that you are interested in working to set up an interview.
3. Take both copies of the FWS contract with you to the interview. Once you are hired complete the “Student Agreement” section on the contract and have your supervisor complete the “Supervisor Section”. Return one copy of the signed contract to the Financial Aid Office.
4. If you are a returning FWS student, you will need to complete a 2011 W-4 Form, which is located at; [www.holyfamily.edu/finaid/forms](http://www.holyfamily.edu/finaid/forms), click “Student Employment”.
5. First time FWS students will need to complete a 2011 W-4 Form, Workmen’s Compensation and a Federal I-9 form. In order to complete the I-9 Form, two forms of identification are required. Be sure to review the list of accepted documents. Forms can be obtained at; [www.holyfamily.edu/finaid](http://www.holyfamily.edu/finaid), click on “Student Employment”.
6. Once all of the required documents are received, the Financial Aid Office will email both the student and supervisor authorizing the student to begin working. You may **not** begin working until the email is received.