If you are interested in obtaining employment on-campus, Finger Lakes Community College offers the following employment opportunities to students:

1. Federal Work Study: A financial aid program that assists approximately 150 students each year. Students apply by filling out the federal financial aid application and are placed into positions around the College.

2. Student Aide: A College program that assists approximately 150 students each year. Students apply directly to individual departments for employment. **Offices that hire student aides are listed in this brochure. If hired, please contact the Human Resources Office (B-128) to complete the appropriate paperwork.**

3. Cafeteria: Please contact the Cafeteria Manager for an application.

4. Grants: Faculty who have grant funding sometimes hire students to assist with projects. Faculty involved seek interested students.

5. Career Development Office: Various employment opportunities are posted on the Web at http://www.flcc.edu/career/ and the Job Board outside the Center for Advisement and Personal Development.

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**FLCC On-Campus Employment Opportunities • 2007–2008**

- **Resource Development/Alumni Office**
  - Contact: Susan Beach, alumni association
  - Office: B-136  Telephone ext.: 7454
  - Number/title of positions available: 6, fundraising (phonathon)
  - Start date: Monday, February 11-Thursday, February 14, 5-8 p.m.
  - Deadline for applications: Wednesday, February 6, 2008

- **Student Health Services**
  - Contact: Norah Nolan-Cramer, coordinator, students with disabilities
  - Office: D-312  Telephone ext.: 7441
  - Number/title of positions available: note takers, readers, typists; assistance with services to students with disabilities
  - Start date: varies
  - Deadline for applications: none

- **Music Department**
  - Contact: Eleanor Rideout, music coordinator, department of visual and performing arts
  - Office: D-375  Telephone ext.: 7416
  - Number/title of positions available: 2, students should be music or music recording majors
  - Start date: varies
  - Deadline for applications: none

- **Natural Science/Fall, Spring, and Summer**
  - Contact: Kathy Riesenberger, technical specialist in biology, department of science and technology
  - Office: C-303/Lab: C-304  Telephone ext.: 7328
  - Number/title of positions available: 2 student aides per semester; 1 summer position
  - Start date: varies
  - Deadline for applications: none

- **Resource Development Office**
  - Contact: Susan Beach, alumni association
  - Office: B-136  Telephone ext.: 7454
  - Number/title of positions available: 1-2 office aides, one for graphic design and one for clerical work
  - Start date: beginning of each semester
  - Deadline for applications: none
Academic Computing
Contact: Kay Carlisi, coordinator of academic computing services
Office: B-314 Telephone ext.: 7379
Number/title of positions available: 10-12, help desk student aides; requires CSC 100 or equivalent
Start date: beginning of each semester
Deadline for applications: on going until the position is filled

Admissions Office
Contact: Bonnie Ritts, director
Office: D-210 Telephone ext.: 7278
Number/title of positions available: 3, tour guides
Start date: year round
Deadline for applications: open

Art Department
Contact: Barbara Senglaub, technical specialist
Office: C-431A Telephone ext.: 7380
Number/title of positions available: 1, student aide
Start date: varies
Deadline for applications: open until filled

Bursar's Office
Contact: Prakash Patel, bursar
Office: D-229 Telephone ext. 7233
Number/title of positions available: 1, bursar student aide
Start date: year round
Deadline for applications: open until filled

Business Department
Contact: Felicia Morrice, secretary
Office: C-442 Telephone ext.: 7354
Number/title of positions available: 2, student aide for business administration department; student aide for computer lab
Start date: beginning of each semester
Deadline for applications: none

Business Services
Contact: Bruce Treat, director
Office: B-153 Telephone ext.: 7216
Number/title of positions available: 1, student aide
Start date: varies
Deadline for applications: none

Campus Safety
Contact: Ray Montcrieff, campus safety officer
Office: B-102 Telephone ext.: 7437
Number/title of positions available: 2, student aides
Start date: beginning of each semester
Deadline for applications: on going as vacancies arise

Career Development Office
Contact: Cathy Petruccione, secretary
Office: B-267 Telephone ext.: 7270
Number/title of positions available: 1, career services student aide
Start date: as needed (usually summer)
Deadline for applications: none

Center for Advisement and Personal Development
Contact: Laurel Begy, secretary
Office: The Center, 2nd floor Telephone ext.: 7268
Number/title of positions available: 2-3; January & summer student aide, and test center proctor
Start date: January 2 (January aide); June 1 (summer aide); year-round (proctor)
Deadline for applications: varies

Cleaning
Contact: Rick Curtis, custodian
Office: B-229 Telephone ext.: 7272
Number/title of positions available: 1-2
Start date: September or January
Deadline for applications: none

College Relations
Contact: Amanda McCann, assistant director
Office: B-140 Telephone ext.: 7231
Number/title of positions available: 1, student aide
Start date: varies
Deadline for applications: until position is filled

Communications
Contact: Rick Cook, professor of broadcasting
Office: B-217 Telephone ext.: 7410
Number/title of positions available: 1, student must be a communications major
Start date: varies
Deadline for applications: until position is filled

Educational Technology Center
Contact: Randy Callin, educational media communications specialist
Office: A-133 Telephone ext.: 7393
Number/title of positions available: 3-5, tech assistants
Start date: as needed
Deadline for accepting applications: none

Grounds
Contact: Jan Holloway, director of buildings and grounds
Office: B-228 Telephone ext.: 7273
Number/title of positions available: 1-3, student aides
Start date: varies
Deadline for applications: none

Charles J. Meder Library
Contact: Karen Clement, library circulation supervisor
Office: Library Telephone ext.: 7371
Number/title of positions available: 15-18, media/copy center aides, circulation desk aides
Start date: positions are available beginning of each spring and fall semesters
Deadline for applications: prefer two weeks before beginning of semesters

Unless otherwise noted, all telephone extension numbers can be accessed by dialing 585/394-3500.