

2014 - 2015 Federal Work Study Job Descriptions

Please contact the supervisor in the department to set up an interview.

Hiring Department: Health Services

Supervisor's Name: Joanne Mattioni/Susan Fitzgerald

E-mail: jm753/sf724

Extension: 8531/8400

Student's Job Title: Office Asst.

No. of students desired for this position: 4-5

Job Description:

- Provide a brief description of the position and its responsibilities.
- Filing, copying, telephone messages, hanging flyers, posting toilet talks twice per month in bathroom stalls
- Assist in distribution of Health Services information and surveys
- Assist in referral of students to campus resources
- Assist in advertising Health Services' activities and helping out during those activities
- Assist in recruiting for blood drives, twice per year
- Design and take care of Health Services bulletin board

Job Prerequisites: Good organizational skills, ability to maintain strict confidentiality, friendly outgoing personality, absolute dependability

Hiring Department: Communication

Supervisor's Name: Jillian Smith

Email: jks724@cabrini.edu

Extension: x8363

Student's Job Title: Equipment Room Manager

No. of students desired for this position: 1

Job Description:

- General office duties including (but not limited to): typing, filing, copying, sorting mail, running on-campus errands, etc.
- Light cleaning and straightening of Equipment Room
- Responsible for following proper guidelines and procedures for renting and receiving returned equipment in the equipment room. This includes being trained on basic audio/visual equipment. Training is provided.
- Troubleshooting problems within the equipment room, which can relate to reservation errors, equipment hardware issues, and student error.
- Handling equipment room basic staffing and reservation issues.
- Taking weekly inventory of equipment and supplies.
- Co-managing the online equipment reservation system.
- The main person responsible for the online equipment reservation system, accepting/declining reservations and resolving any scheduling issues.

Job Prerequisites:

- Must be available for work hours weekly, with very few call-outs. Our equipment room is open based around student workers' schedules so calling out cannot be a regular occurrence.
- Must be organized and capable of following strict operating procedures, which can result in denying peer's needed equipment if rules are not followed.
- Trustworthy and dependable
- Basic computer knowledge of both PC and Mac. We primarily operate on Macs.
- Ability to lift packages and/or carry equipment from various points in the wing and on campus
- Willingness to fill-in for fellow student workers when available.
- Available to work at least 8 hours/week
- Basic knowledge of audio, video, and photography equipment is a plus but not required
- Ability to manager peers in a professional manner

Hiring Department: Communication

Supervisor's Name: Jillian Smith

Email: jks724@cabrini.edu

Extension: x8363

Student's Job Title: Communication Department & Equipment Room Assistant

No. of students desired for this position: 4-6

Job Description:

- General office duties including (but not limited to): typing, filing, copying, sorting mail, running on-campus errands, etc.
- Light cleaning and straightening of classrooms and studios
- Responsible for following proper guidelines and procedures for renting and receiving returned equipment in the equipment room. This includes being trained on basic audio/visual equipment. Training is provided.
- Troubleshooting problems within the equipment room, which can relate to reservation errors, equipment hardware issues, and student error.

Job Prerequisites:

- Must be available for work hours weekly, with very few call-outs. Our equipment room is open based around student workers' schedules so calling out cannot be a regular occurrence.
- Must be organized and capable of following strict operating procedures, which can result in denying peer's needed equipment if rules are not followed.
- Trustworthy and dependable
- Basic computer knowledge of Mac. We primarily operate on Macs.
- Ability to lift packages and/or carry equipment from various points in the wing and on campus
- Willingness to fill-in for fellow student workers when available.
- Available to work at least 8 hours/week
- Basic knowledge of audio, video, and photography equipment is a plus but not required

Hiring Department: Residence Life

Supervisor's Name: Mike Mullen & Lorraine Verde

E-mail: mullen@cabrini.edu &
klv722@cabrini.edu Extension: 8410

Student's Job Title: Residence Life Student Worker

No. of students desired for this position: 3-4

Job Description:

- Assist in general office duties for Student Development & Residence Life offices including: copying, filing, typing, mail distribution, supply inventory, etc.
- Staff Administrative Assistant desk in both offices when required including: greeting visitors & answering phones in a professional manner, taking messages & transferring calls to appropriate offices, and answering student questions.
- Accurately input data on spreadsheets.
- Assist with preparatory work for Commencement ceremonies.
- Assist with any requirements for Rooymans Activity Center (RAC).
- Assist in Marketing & Advertising Departmental Events.

Job Prerequisites:

- Customer friendly
- Punctual
- Attention to detail
- Self-starter, Independent
- Knowledge of campus/departments
- Familiar with Microsoft Word & Excel
- Respects confidentiality of position
- Able to work 5-10 hours/week

Hiring Department: Residence Life

Supervisor's Name: Mike Mullen & Lorraine Verde

E-mail: mullen@cabrini.edu &
klv722@cabrini.edu

Extension: 8410

Student's Job Title: RAC Student Worker

No. of students desired for this position: 15

Job Description:

- Responsible for the overall supervision of the Rooymans Activity Center (RAC)
- Keep inventory of all equipment
- Sign out all equipment as directed by supervisor
- Ensure that games and rooms are not being monopolized by one person or group of people
- Keep track of the number of students utilizing the RAC during your shift
- Make sure center is neat and free of debris
- Place work orders for any facilities or housekeeping concerns
- Complete daily rounds log
- Answer phone courteously and efficiently
- Post any new flyers on bulletin board
- Remove any outdated flyers
- Other duties as assigned by Residence Life staff

Job Prerequisites:

- Good customer service skills
- Basic computer skills
- Availability during all hours of operation, including days, evenings, and weekends.

Hiring Department: Library

Supervisor's Name: Sara Drew

E-mail: sara@cabrini.edu

Extension: 8249

Student's Job Title:

No. of students desired for this position: 25-30

Job Description:

- Checks materials in/out using the library's circulation system
- Shelves books, periodicals, media and other materials
- Answers basic directional questions
- Assists users in searching the library's catalog
- Photocopies and retrieves material for Interlibrary Loan
- Processes library materials for circulation
- Any tasks as assigned (special projects)

Job Prerequisites:

- Good interpersonal skills
- Ability to work with a high degree of accuracy
- Ability to perform a variety of tasks as needed
- Ability to use telephone, computer hardware and software and various other office equipment such as photocopiers, computer printers, barcode scanners, fax, etc.

Community Service: Does the position involve Community Service in any way? Yes.
If yes, please explain: Often student workers are asked to direct community members to events being held in the library, collect and box up donated items that are being given to charity or be involved in some other community outreach that the library is involved in.

Hiring Department: Registrar

Supervisor's Name: Tory Stozek

Email: vstozek@cabrini.edu

Extension: 8548

Student's Job Title: Office Clerk

No. of students desired for this position: 3-4

Job Description:

General Office Work: filing; purging old (inactive) files; mailings to students (graduation audits, class changes, etc.); mailings to faculty, advisers and chairpersons (re: registration, graduation); some data entry, posting classroom changes and cancellations, special projects as assigned.

Job Prerequisites:

- Should be familiar with operating a computer (basic skills)
- Must possess strong organizational skills
- Must be accurate (with numbers and the alphabet)
- Should have some customer service experience

Hiring Department: Student Engagement & Leadership

Supervisor's Name: Student Engagement & Leadership

Email: af727@cabrini.edu; ldp54@cabrini.edu
x8755

Extension: x8407;

Student's Job Title: Office Assistant

No. of students desired for this position: 7

Job Description:

- Assist in marketing and advertising SEaL events and services
- Run office programs when appropriate
- Assist with information dissemination to faculty, staff, students, and community at large
- Answer phones, take messages for office staff, file, data entry, photocopying, labeling, financial transactions, and other clerical support tasks
- Assist with monitoring the posting policy on campus
- Attend occasional off-campus excursions and serve as chaperones for student events when needed (they will be trained in driving Cabrini College Vans, if necessary)
- Staff SEaL table at Involvement Fair, Family Weekend information table, BINGO nights, and other events deemed necessary by the Center for Student Engagement and Leadership
- Assist Professional Staff of the Center for Student Engagement and Leadership when deemed necessary
- Staff Administrative Assistant desk and sell tickets for various campus events

Job Prerequisites:

- Must be friendly and customer service oriented; should be proficient in Microsoft Office (Word, Excel (particularly important for attendance lists and ticket sales), PowerPoint, Publisher, etc.)
- Minimal physical labor required for event set-ups and tear downs

Hiring Department: Business Office

Supervisor's Name: Diane Scutti

E-mail: dscutti@cabrini.edu

Extension: 8415

Student's Job Title: Student Worker

No. of students desired for this position: 1

Job Description: Provide a brief description of the position and its responsibilities.

This position will assist all areas of the Business Office in its daily operation. Duties include:

- General office duties (i.e. filing, copying, etc.)
- Front desk reception (when needed)
- Pickup and delivery of mail(when needed)
- Review of departmental web pages
- Organize and maintain archival data
- Data entry including invoice creation
- Special projects

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Experience with general office and clerical work is preferred, but not necessary.

Hiring Department: The Children's School of Cabrini College

Supervisor's Name: Nicole Whiteman

E-mail: nam724@cabrini.edu

Extension: 610-964-6112

Student's Job Title: Student Worker

No. of students desired for this position: any

Job Description:

- Reliable, hard working and dedicated to helping young children
- Willingness to be creative, playful, resourceful and flexible.
- Helps children develop by modeling, assisting, and encouraging participation

Job Prerequisites: Transportation to 45 Walker Road Wayne, PA 19087

Hiring Department: Education

Supervisor's Name: Mrs. Colleen Poole

E-mail: cpoole@cabrini.edu

Extension: x8326

Student's Job Title: Student Worker

No. of students desired for this position: 6

Job Description: Provide a brief description of the position and its responsibilities.

- Filing
- Photocopy
- Sell Student Field Experience Workbooks
- Cover office during Education Department Meetings
- Deliver Mail to faculty mailboxes from Faculty Support

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

- Word Processing Skills
- Professional Demeanor (Written, Verbal, Dress)
- Basic Clerical Skills

Hiring Department: Enrollment Operations

Supervisor's Name: Tracey Kemery

E-mail: kellytra@cabrini.edu

Extension: 8736

Student's Job Title: Office Assistant

No. of students desired for this position: 8-10

Job Description:

- Coordinate Confidential Files
- Assist with Direct Mailings and Information Distribution to Prospective Students
- Aid Banner Specialists
- Research Applications
- Assist with Data Entry
- Photocopying
- Other duties as required

Job Prerequisites:

- Excellent Communication and Organizational Skills
- Ability to Recognize and Respect Confidential Material
- Flexible Schedule
- Reliable
- Punctual
- ***Lifting of publication/letterhead/paper boxes from Grace Hall to Mansion
2nd floor***

Hiring Department: Athletics – Women’s Basketball

Supervisor’s Name: Kate Pearson

E-mail: kap723@cabrini.edu

Extension: 1016

Student’s Job Title: Manager

No. of students desired for this position: 2

Job Description: Provide a brief description of the position and its responsibilities.

Manager for women’s basketball team responsible for attending practices, keeping the clock for practices, traveling with the team for away games and filming games, doing laundry, organizing uniforms, food orders for the team

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Just need to be responsible and organized and willing to put in the long hours during the season – can be taught most other things.

Community Service: Does the position involve Community Service in any way?
If yes, please explain:

Team runs basketball clinic on MLK day for local youth and money goes to CAADC. Run a clinic for Special Olympics in the spring. Organize food drives/donations for games.

Hiring Department: Education Resource Center

Supervisor's Name: Mary Murphy Budzilowicz

E-mail: mb727@cabrini.edu

Extension: 8352

Student's Job Title: Student Worker

No. of students desired for this position: 8-10

Job Description: Provide a brief description of the position and its responsibilities.

1. Shelving returned curriculum material/software in the ERC.
2. Keeping ERC shelves neat and orderly.
3. Assisting education majors with curriculum material selections
4. Filing publishers' catalogs.
5. Recording and sending overdue notices for materials and software.
6. Signing materials in and out of the ERC collection using the on-line computerized college catalog system.
7. Assisting education majors with software selections in the Education Mac Lab (Assistive Technology Center).
8. Monitoring student activity in the Assistive Technology Center.
9. Installing software in the Education Mac Lab (Assistive Technology Center).
10. Installing and maintaining iPad apps/assisting faculty with use of the iPad cart

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position. **No special areas of expertise required.**

Hiring Department: Student Engagement & Leadership

Supervisor's Name: Lisa Podolsky

Email: af727@cabrini.edu; ldp54@cabrini.edu
x8755

Extension: x8407;

Student's Job Title: Office Assistant

No. of students desired for this position: 7

Job Description: Provide a brief description of the position and its responsibilities.

- Assist in marketing and advertising SEaL events and services
- Run office programs when appropriate
- Assist with information dissemination to faculty, staff, students, and community at large
- Answer phones, take messages for office staff, file, data entry, photocopying, labeling, financial transactions, and other clerical support tasks
- Assist with monitoring the posting policy on campus
- Attend occasional off-campus excursions and serve as chaperones for student events when needed (they will be trained in driving Cabrini College Vans, if necessary)
- Staff SEaL table at Involvement Fair, Family Weekend information table, BINGO nights, and other events deemed necessary by the Center for Student Engagement and Leadership
- Assist Professional Staff of the Center for Student Engagement and Leadership when deemed necessary
- Staff Administrative Assistant desk and sell tickets for various campus events

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

- Must be friendly and customer service oriented; should be proficient in Microsoft Office (Word, Excel (particularly important for attendance lists and ticket sales), PowerPoint, Publisher, etc.)
- Minimal physical labor required for event set-ups and tear downs

Community Service: Does the position involve Community Service in any way? No
If yes, please explain:

Hiring Department: Institutional Advancement

Supervisor's Name: Stacey Minyard

E-mail: sbm66@cabrini.edu

Extension: 8250

Student's Job Title: Advancement Assistant

No. of students desired for this position: 2

Job Description: Provide a brief description of the position and its responsibilities. The Development Assistant provides administrative support to members of the office of Institutional Advancement.

- Updates to constituent records in the Institutional Advancement database (training provided)
 - address, phone and email changes
 - student/alumni activities
 - group actions
- Scan documents for attachment to constituent records and electronic storage
- File paper documentation
- Perform reception duties (answer phone, primary point of contact for office visitors)
- Assist with mailing of receipts, invitations, other correspondence
- Handwrite thank you notes to donors (text provided)
- Regular schedule of flexible hours between 8:30 and 5:00 weekdays

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

- Microsoft Office, high degree of comfort with computers
- Pleasant, customer-service attitude
- Clear, neat and legible handwriting.

Hiring Department: Faculty Support Office

Supervisor's Name: Rick Stetler

E-mail: rms363@cabrini.edu

Extension: X8310

Student's Job Title: Student Assistant

No. of students desired for this position: 5

Job Description: Provide a brief description of the position and its responsibilities.

- Assist in operation of Copy Center (making copies, binding booklets, folding brochures)
- Assist in maintaining Faculty Mailroom (sort mail), deliver packages)
- Assist in answering phones and relaying messages
- Assist in office coverage and filing

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Computer knowledge

Willing attitude

Hiring Department: Residence Life

Supervisor's Name: Mike Mullen & Lorraine Verde

E-mail: mullen@cabrini.edu &
klv722@cabrini.edu Extension: 1044

Student's Job Title: Desk Assistant
No. of students desired for this position: 30

Job Description: Provide a brief description of the position and its responsibilities.

The Desk Assistant (DA) is an integral member of the Department of Residence Life, responsible for helping to facilitate a welcoming, caring, healthy and safe environment, and promoting community. The DA works at the residence hall front desk, assisting in the administration, service, and security of the residence hall. As the first contact to residents, visitors, and persons in and outside of the community, DA staff must demonstrate professionalism and customer service at all times, while also responding quickly and effectively in emergency situations.

The Desk Assistant is a student employee and reports directly to the AC and RA in his/her respective hall.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

- Be a registered undergraduate student and in good academic standing and disciplinary standing
- Be a full-time registered student and will not take more than 18 credit hours (and no less than 12 credits) per semester
- Be eligible for financial aid, must receive a Federal Work-Study
- Have basic knowledge of office procedures including filing, typing, and phone skills.
- Possess the following qualities: personal maturity, dependability, motivation, initiative, integrity, responsibility, discretion, strong interpersonal communication skills, and effective leadership ability.
- Have a friendly customer service attitude.

Hiring Department: Conference and Event Planning

Supervisor's Name: Jessica Webster

E-mail: jlw399@cabrini.edu

Extension: 8284

Student's Job Title:

No. of students desired for this position: 1

Job Description: Provide a brief description of the position and its responsibilities.

The Conference Assistant provides assistance to the Director and Scheduling Manager in preparing and executing all events, conferences and meetings sponsored by members of the College and external community of an academic & non-academic nature and for logistics associated with special Summer Programs.

The Conference Assistant works closely with the Director of Conference and Event Planning and the Scheduling Manager who have responsibility for events, conferences and gatherings that serve to promote the College. The Conference Host is present at events as required (including during evening hours and on weekends).

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

- Excellent organizational, oral and written communications skills
- Knowledge of computer systems (Microsoft Word, Excel, Access, etc.)
- Ability to work independently or with little supervision

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Student Worker-Police Athletic League

No. of students desired for this position: 5

Job Description: Provide a brief description of the position and its responsibilities.
Greater Norristown Police Athletic League: : The Greater Norristown Police Athletic League is a non-profit, volunteer organization serving the youth and families of the Greater Norristown community with recreational, educational, and cultural programs addressing citizenship, self-esteem, avoidance of substance abuse, and respect for law and order.

The PAL Center is looking for volunteers to run programs including music education, tutoring, chess club, fitness center, basketball referees and coaches, soccer, and other programs for boys and girls aged 6-17.

This job is part of the Community Workers program. Wolfington Center community workers are paid \$10/hour to work in the community. Transportation is provided by the Wolfington Center.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Community Service: Does the position involve Community Service in any way?
If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Student Worker-Schools & Education

No. of students desired for this position: 5

Job Description: Provide a brief description of the position and its responsibilities.
School Helper:

The Wolfington Center places students in local schools, to act as tutors, classroom assistants, homework helpers, or administrators. Schools include Hancock Elementary, St. Francis of Assisi, Stewart Middle School, and others.

This job is part of the Community Workers program. Wolfington Center community workers are paid \$10/hour to work in the community. Transportation is provided by the Wolfington Center.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Community Service: Does the position involve Community Service in any way?

If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Student Worker-Main Line Adult Day Center

No. of students desired for this position: 5

Job Description: Provide a brief description of the position and its responsibilities.

Main Line Adult Day Center: Main Line Adult Day Center provides a safe, interactive and supportive day-time environment where our members can have a meaningful day. MLADC is a community-based program designed to meet the needs of cognitively and physically impaired adults. The goal of MLADC is to support members in achieving and maintaining the highest possible levels of independence and well-being so that they may continue living in their home.

Volunteer community members assist the staff in implementing daily activities such as; exercise, cognitive fitness, arts & crafts, music, parties and more. Office type positions are also available. Training is provided.

This job is part of the Community Workers program. Wolfington Center community workers are paid \$10/hour to work in the community. Transportation is provided by the Wolfington Center.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Community Service: Does the position involve Community Service in any way?

If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Student Worker-Regina Nursing Center

No. of students desired for this position: 5

Job Description: Provide a brief description of the position and its responsibilities.
Regina Nursing Center:

Since 1963, Regina Nursing Center has been a privately owned, not-for-profit, faith based organization that offers comprehensive skilled nursing care to the mentally and physically handicapped, the chronically ill, and the aged. The student worker will run programs for members of that population.

This job is part of the Community Workers program. Wolfington Center community workers are paid \$10/hour to work in the community. Transportation is provided by the Wolfington Center.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Community Service: Does the position involve Community Service in any way?

If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Student Worker-St. Patrick's

No. of students desired for this position: 5

Job Description: Provide a brief description of the position and its responsibilities.
St. Patrick's Norristown:

Provide tutoring, SAT prep, homework helpers, and English language courses for young men and women from the community.

This job is part of the Community Workers program. Wolfington Center community workers are paid \$10/hour to work in the community. Transportation is provided by the Wolfington Center.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Spanish language experience preferred, but not necessary.

Community Service: Does the position involve Community Service in any way?

If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Community Worker

No. of students desired for this position: 10

Job Description: Provide a brief description of the position and its responsibilities.

Community Workers program:

The Wolfington Center's Community Workers program places students in the community. Using their work-study, students work for nonprofits; past placements have included the Boy Scouts of America, soup kitchens, church outreach programs, and the American Cancer Society. We can help you find an organization that will fit your personal and professional interests.

This job is part of the Community Workers program. Wolfington Center community workers are paid \$10/hour to work in the community. Transportation is provided by the Wolfington Center.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Community Service: Does the position involve Community Service in any way?

If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Student Worker-CHORE Connections

No. of students desired for this position: 5

Job Description: Provide a brief description of the position and its responsibilities.

CHORE Connections: You'll make an impact on an older adult's life, while helping them to maintain their dignity, safety, and independence living at home. We offer a variety of volunteer opportunities, including friendly visiting, yard work, light house-keeping, minor home repair, and escorted transportation to medical appointments, the grocery and list shopping.

Chore Connection would like to pair groups of students up with a household in order to tackle a project during the course of the semester. Types of projects include yard work and household maintenance.

This job is part of the Community Workers program. Wolfington Center community workers are paid \$10/hour to work in the community. Transportation is provided by the Wolfington Center.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Community Service: Does the position involve Community Service in any way?

If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Student Worker-CHOC

No. of students desired for this position: 5

Job Description: Provide a brief description of the position and its responsibilities. Coordinated Homeless Outreach Center (CHOC): The Coordinated Homeless Outreach Center (CHOC) is the County Homeless Shelter that serves homeless individuals or couples without children from all areas of Montgomery County. In addition to shelter the program offers case management, laundry, and showers.

Students will assist with case management by helping clients use computers and navigate the Web. Other administrative tasks are also available. Students are also welcome to participate in group discussions every second and fourth Friday.

This job is part of the Community Workers program. Wolfington Center community workers are paid \$10/hour to work in the community. Transportation is provided by the Wolfington Center.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Community Service: Does the position involve Community Service in any way?
If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Student Worker-Achieve Now

No. of students desired for this position: 5

Job Description: Provide a brief description of the position and its responsibilities. Achieve Now, Philadelphia. Achieve Now seeks tutors to coach Philadelphia elementary school students who are struggling in reading or math. Using a scripted program with a proven track record of success, you will give your student the gift of literacy - the prerequisite for success in any endeavor - or coach them as they master the vital fundamentals of math.

Coaching a child with Achieve Now is inspiring, empowering, fun, and accessible to anyone interested in making a difference. At the program's essence are scripted tools that enable anyone able to read or do math at a 5th grade level to coach a struggling student as they master literacy and numeracy fundamentals.

This job is part of the Community Workers program. Wolfington Center community workers are paid \$10/hour to work in the community. Transportation is provided by the Wolfington Center.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Community Service: Does the position involve Community Service in any way?

If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Special Projects Assistant

No. of students desired for this position: 1

Job Description: Provide a brief description of the position and its responsibilities.
Wolfington Center Special Projects Assistant

Under the direction of the Executive Director, assist with special projects and research, where required.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Community Service: Does the position involve Community Service in any way?

If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Van Driver

No. of students desired for this position: 10

Job Description: Provide a brief description of the position and its responsibilities.
Wolfington Center Van Driver.

The shuttle driver is responsible for signing out van from Public Safety, completing all Public Safety paperwork, and driving the shuttle along the specified route through Norristown dropping off and picking up Cabrini College students. Driver is also responsible for returning the van to Public Safety at the end of his or her shift.

This job is part of the Community Workers program. Wolfington Center community workers are paid \$10/hour to work in the community. Transportation is provided by the Wolfington Center.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Driver's license and ability to get van-certified

Community Service: Does the position involve Community Service in any way?

If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Operations Assistant

No. of students desired for this position: 1

Job Description: Provide a brief description of the position and its responsibilities.

Wolfington Center Operations Assistant

- Work to support all operations of the Wolfington Center
- Oversee technology cabinet, including sign-out procedures and inventory
- Center administrative tasks, as assigned

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Yes. Engages nonprofit partners and students in community service opportunities.

Community Service: Does the position involve Community Service in any way?

If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Library Assistant

No. of students desired for this position: 5

Job Description: Provide a brief description of the position and its responsibilities.
Norristown Public Library:

Unloading book cart, shelving library material according to the Dewey decimal classification system, retrieving materials from shelves and updating the entry in computer, making phone calls to inform patrons about status of their requested materials.

Read to children in English or Spanish for afternoon story time. Run other educational programs.

This job is part of the Community Workers program. Wolfington Center community workers are paid \$10/hour to work in the community. Transportation is provided by the Wolfington Center.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Community Service: Does the position involve Community Service in any way?

If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Marketing Assistant

No. of students desired for this position: 1

Job Description: Provide a brief description of the position and its responsibilities.

Wolfington Center Marketing Assistant

- Promote the use of Center social media platforms
- Help to produce content and layout the newsletter
- Design fliers, brochures, and other promotional materials, as needed
- Advise and support student groups in their promotional efforts
- Help to set-up and staff outreach efforts of the Center
- Collect and organize pictures related to social justice and the Wolfington Center
- Organize the Spirit of Cabrini Photo Contest
- **Center administrative tasks, as assigned**

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Yes. Engages nonprofit partners and students in community service opportunities.

Community Service: Does the position involve Community Service in any way?

If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Engagement Assistant

No. of students desired for this position: 1

Job Description: Provide a brief description of the position and its responsibilities.
Wolfington Center Engagement Assistant

- Under the direction of the Executive Director, assist with design and implementation of Wolfington Center programs that will engage the Cabrini community in the mission of the College.
- Center administrative tasks, as assigned

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.
Yes. Engages nonprofit partners and students in community service opportunities.

Community Service: Does the position involve Community Service in any way?
If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Wolfington Center

Supervisor's Name: Tom Southard

E-mail: tom@cabrini.edu

Extension: x8122

Student's Job Title: Student Worker-Catholic Social Services

No. of students desired for this position: 5

Job Description: Provide a brief description of the position and its responsibilities.

Catholic Social Services: CSS provides a broad range of programs, including family support services, afterschool programs, immigration services, individual and family counseling, senior community centers, shelters and transitional housing for the homeless, and residential and community-based programs for dependent and delinquent youth, persons with developmental disabilities, and medically fragile men and women.

Roles include childcare workers, babysitting, warehouse work, administrative tasks, office assistant, fundraising, etc.

This job is part of the Community Workers program. Wolfington Center community workers are paid \$10/hour to work in the community. Transportation is provided by the Wolfington Center.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Community Service: Does the position involve Community Service in any way?

If yes, please explain: Yes. Engages nonprofit partners and students in community service opportunities.

Hiring Department: Business Office

Supervisor's Name: Adam Kassab

E-mail: ak729@cabrini.edu

Extension: 8465

Student's Job Title: Student Worker

No. of students desired for this position: 1

Job Description: Provide a brief description of the position and its responsibilities.

This position will assist all areas of the Business Office in its daily operation. Duties include:

- General office duties (i.e. filing, copying, etc.)
- Front desk reception (when needed)
- Pickup and delivery of mail
- Review of departmental web pages
- Organize and maintain archival data
- Data entry including invoice creation
- Special projects

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

Experience with general office and clerical work is preferred, but not necessary.

Supervisor's Name: Nancy Hutchison
E-mail: nch722@cabrini.edu

Extension: 8305

Student's Job Title: Student Assistant

No. of students desired for this position: 2 (we have 1 returning, for a total of 3)

Job Description: Provide a brief description of the position and its responsibilities.

- Meet and greet all constituents; determine reason for visit; direct to an office staff member or take a message. Answer telephone and relay messages.
- Daily maintenance of Job Squad in real time as well as online.
- Assist with special events including: working events, creating and posting flyers and tabling.
- Opportunities to do mid-late evening Residence Life programs and classroom presentations.
- Enter job notices including Internship positions and employer information as instructed.
- Communicate with alumni and employers; update database as appropriate.
- Decorate office including updating bulletin boards and other events.
- Create newsletters on a monthly basis.
- Organize office library.
- Use of office equipment including: office copier, fax and scanner.
- Maintain office organization including: the supply closets, student worker space and general office.
- Check email frequently for office updates and reminders.
- Flexible schedule; Monday evening availability is preferred.
- The position reports to Director, Assistant Director and Administrative Assistant.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

- Knowledge of social media (LinkedIn, Facebook, Twitter, **Pinterest**).
- Computer data entry skills, reliable, mature, good communication skills.
- Willingness to speak on the phone. Basic employment knowledge. Able to follow basic written and verbal instructions, with a number of steps.
- Computer proficient for query and basic data entry.
- Use of standard programs such as Microsoft Word, Excel, Publisher, to produce standardized letters, reports, or graphics.
- Ability to learn database programs including Jobsource.

Hiring Department: Graduate Admissions

Supervisor Name: Stephanie Gibbs

Email: Sg3233@cabrini.edu **Extension:** 8291

Student's Job Title: Office Assistant

No. of students desired for this position: 2

Job Description:

- Assist the Office of Graduate Admissions with social media posting/advertising
- Answering/making phone calls; take messages for office staff, file, data entry, photocopying, labeling and other clerical support.
- Pick-up and delivery mail when needed
- Mailings to prospective students
- Special projects as assigned

Job prerequisites:

- Must be friendly and customer service oriented.
- Experience with Facebook, Twitter and LinkedIn
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Minimal physical labor required for event set-ups and tear downs.
- Neat handwriting
- Punctual/ reliable
- Flexible schedule
- Respect for confidential materials

Hiring Department: Academic Affairs

Supervisor's Name: Ann Marie Brown

E-mail: AB3479

Extension: 1058

Student's Job Title: Academic Affairs Office Assistant

No. of students desired for this position: 2

Job Description: Provide a brief description of the position and its responsibilities.

Assist the Academic Affairs department in daily operations including but not limited to...filing, copying, scanning, faxing, data entry, organizing materials and mailings. Provide front desk coverage – meet, greet and direct students and visitors; receive mail and packages; answer phones and relay messages. Students may be asked to assist in various events during the academic year and may be asked to work evenings and/or weekends.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

- *Must be computer literate for data entry tasks
- *Must be able to file accurately
- *Must be comfortable answering phones and relaying messages
- *Must have a cooperative nature and be comfortable dealing with faculty, staff and other students in a professional manner.

Hiring Department: Facilities

Supervisor's Name: Mary Shrader

E-mail: mfs46@cabrini.edu

Extension: 8242

Student's Job Title: Student Office Clerk

No. of students desired for this position: 1

Job Description: The Student Office Clerk performs a range of basic office support activities such as filing, copying and occasional data entry. When necessary student worker will answer telephones in a professional manner, routes calls, take messages and provides general information. On occasion may need to dispatch urgent requests to service personnel and other duties as assigned.

Job Prerequisites: Computer knowledge is helpful but not necessary. Friendly disposition and willingness to learn is most welcomed.

Hiring Department: Facilities

Supervisor's Name: Mary Shrader

E-mail: mfs46@cabrini.edu

Extension: 8242

Student's Job Title: Student Carpenter Assistant

No. of students desired for this position: 1

Job Description:

- Clean work areas, machines, and equipment, to maintain a clean and safe jobsite.
- Cover surfaces with laminated plastic covering material.
- Cut timbers, lumber and/or paneling to specified dimensions, and drill holes in timbers or lumber.
- Hold plumb bobs, sighting rods, and other equipment, to aid in establishing reference points and lines.
- Position and hold timbers, lumber, and paneling in place for fastening or cutting.
- Select tools, equipment, and materials from storage and transport items to work site.

Job Prerequisites: Position would require some heavy lifting. Knowledge of carpentry/painting skill or the desire to learn carpentry/painting skills is required. Good attitude and pleasant disposition welcomed along with the desire to learn valuable skills.

Hiring Department: Facilities

Supervisor's Name: Mary Shrader

E-mail: mfs46@cabrini.edu

Extension: 8242

Student's Job Title: Student Grounds Keeper

No. of students desired for this position: 1

Job Description: To perform routine care of plantings, shrubs, lawns, athletic fields, and other campus features.

- Plant and care for flowers, shrubs, lawns, athletic fields, using such tools and equipment as brooms, edger's, hoes, picks, shears, rakes, spades, cultivating machines, sprinkling machines, and blowers.
- Grade, seed, and sod lawn areas.
- Water lawns, flowers, shrubs, and trees.
- Rake and dispose of leaves, twigs, and other debris.
- Daily campus trash pick-up.
- Trim hedges.
- Operate mowers and weed whackers.
- Clean and care for tools and equipment.
- Assist with snow removal when class schedule permits

Job Prerequisites:

- Casual knowledge of the tools, methods, and materials used in gardening and grounds maintenance is necessary.
- Frequent lifting of 26 to 75 pounds and occasional lifting of over 75 pounds is required.
- Requires a valid vehicle operator's license.

Hiring Department: Alumni Office

Supervisor's Name: Rachel McCarter

E-mail: rm832@cabrini.edu

Extension: 8256

Student's Job Title: Student Worker

No. of students desired for this position: 2

Job Description: Provide a brief description of the position and its responsibilities.

Alumni Relations Student Worker will assist the alumni office with

- management of event guest list
- event execution
- event phone call follow up
- creating alumni weekend documents
- data entry
- mailings
- Updates to constituent records in the Institutional Advancement database (training provided)
 - address, phone and email changes
 - student/alumni activities
 - group actions
- Regular schedule of flexible hours between 8:30 and 5:00 weekdays

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position. Minor Labor

Hiring Department: Facilities

Supervisor's Name: Rudy Pizzuto

E-mail: mfs46@cabrini.edu

Extension: 8242

Student's Job Title: Student Laborer

No. of students desired for this position: 6

Job Description: Provide a brief description of the position and its responsibilities. Assist in providing the operational support of educational programs, events and conferences held at Cabrini College. Assist in selected aspects of set-ups and takedowns.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

The job requires heavy physical labor such as setting up tables, chairs and equipment 25-75 percent of the time. **Must be able to list and carry heavy items.**

Hiring Department: Facilities

Supervisor's Name: Mary Shrader

E-mail: mfs46@cabrini.edu

Extension: 8242

Student's Job Title:

No. of students desired for this position: 1

Job Description: Provide a brief description of the position and its responsibilities.

Assist in routine maintenance of mechanical, electrical and plumbing systems.

- Move, load, and unload supplies, materials, tools, equipment, and furniture.
- Assist with event set-ups and takedowns.
- Transports supplies, materials, tools, and equipment to work site.
- Shovel snow and salt walkways.
- Assist tradesmen by handling, holding, positioning, and collecting tools, supplies, and equipment.
- Assist with general maintenance such as changing light bulbs, unclogging drains, changing ceiling tiles, and changing filters.
- Clean assigned work areas.
- Operate and assist in routine maintenance of equipment.

Job Prerequisites: List any special areas of expertise (computer operation, food preparation, physical labor) that are required for the position.

- Frequent lifting of over 50 pounds is required.
- Familiarity and ability to use common hand tools.
- Ability to work from written and verbal instructions.
- Requires valid Pennsylvania driver's license