

SAMPLE POSITION #1 (ADMINISTRATIVE):

JOB TITLE: Front Desk Coordinator (WORK STUDY ONLY)

Hours Per Week: max 40

Pay Rate: varies based on experience

Employment Dates: August 2019- open

JOB DESCRIPTION:

The Front Desk Coordinator will organize the daily functions of the Biochemistry & Cell Biology office. Students will gain knowledge in the areas of student success, statistical analysis, customer service, and office management.

RESPONSIBILITIES:

- Undergraduate Biochemistry Major Project: Assist with identification of at risk students. Assist with identification of risk factors that impact the success of these students. Assist with development of strategies for improving student success in the Undergraduate Biochemistry Major
- Greet students and staff members that enter the office in a welcoming and orderly manner
- Schedule meeting times in the four Biochemistry Department conference rooms on the Google for Apps Calendar. Confirm that meeting times are available and also coordinate weekly time slots so there are no overlaps during the year
- On a daily basis, responsible for the Departments' Electronic Equipment and Access Keys. Keep records of the distribution of the laptops, projectors, cables, etc. and dispense access keys for the Department rooms
- Occasional delivery of important mail to various offices on campus
- Work on assignments given by the Assistant to the Chair on special projects involving the Annual Departmental Retreat and the Annual Department Newsletter

QUALIFICATIONS:

- Students must be extremely organized, focused on high customer satisfaction, and detail oriented
- Experience working in an office setting
- Knowledge of Apple computers, and all Microsoft Office applications (Word, Excel, PowerPoint)
- Experience with Google Apps for Education
- This position is open to Graduate Students in the MCB, BCB, or CBTP programs

APPLICATION INSTRUCTIONS:

Please submit resume, cover letter, and two references through Handshake.

SAMPLE POSITION #2 (TECHNICAL):

JOB TITLE: eLearning Instructional Design Student Assistant

Hours Per Week: max 29

Pay Rate: \$12

Employment Dates: August 2019- May 2020

JOB DESCRIPTION:

The eLearning Instructional Design Assistant creates and develops innovative learner-centered training solutions to fill specific knowledge or skills gaps identified by the Clinical Transformation (CT) Training Team needed to achieve learning objectives. Students will learn how to actively develop and maintain technical eLearning content and curricula using a variety of learning strategies, based on solid adult learning theory and instructional design principles, and software tools.

RESPONSIBILITIES:

- Create video tutorials and presentations for web-based courses using Camtasia and/or Adobe Captivate
- Design graphics and other publications for courses and presentations
- Troubleshoot technical issues within the courses
- Data analysis to determine customer satisfaction
- Facebook page development and social media development to promote courses

QUALIFICATIONS:

- Basic Computer Skills and Microsoft Sharepoint
- Strong Adobe Captivate experience (7 or higher)
- Experience using Camtasia or similar screen capture software.
- Experience designing web-based training content
- Experience with HTML, Photoshop and Flash
- Experience with social media
- Ability to prioritize workload and complete tasks in a timely manner

APPLICATION INSTRUCTIONS:

Please submit resume through Handshake. Make sure to list all computer skills on your resume.

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SAMPLE POSITION #3 (RESEARCH):

JOB TITLE: Pediatric Research Assistant

Hours Per Week: 15-20

Pay Rate: \$13.50

Employment Dates: Fall 2018 Semester

JOB DESCRIPTION: The Pediatric Research Assistant will conduct research on a project of exploring how technology can be incorporated into an intervention to tackle childhood obesity. The student will also gain field and shadowing experience by working directly with a pediatrician.

RESPONSIBILITIES:

- Assist the researcher by conducting surveys
- Gather and enter data into Microsoft Excel
- Conduct literature reviews to support the project
- Help to coordinate study recruitment
- Present research procedures to child(ren)'s parents with supervision of researcher
- Develop a study retention strategy to maintain participants
- Potential for increased responsibility depending on interest and ability

QUALIFICATIONS:

- Ability to work independently or on a team
- Excellent written and verbal communication skills
- Experience working with children
- Great customer service skills and ability to maintain positive relationships with participants
- Students should be dependable and have interest in the field of pediatric care
- Experience in a laboratory setting is preferred
- Sociology and Psychology graduate students are encouraged to apply

APPLICATION INSTRUCTIONS:

Please submit resume through Handshake.

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SAMPLE POSITION #4 (TEACHING/EDUCATION):

JOB TITLE: Residential Tutor (Student Assistant)

Hours Per Week: 3-12

Pay Rate: \$14

Employment Dates: September-December, Semester renewal

JOB DESCRIPTION: The Residential Tutor will tutor individual and groups of students in in the ITS, GLS and SSO centers. The Residential Tutor will gain experience in the field of education by learning how to plan review sessions before exams as well as developing unique academic success plans for individual students.

RESPONSIBILITIES:

- Provide tutoring to Stony Brook students
- Offer assistance with developing study strategies
- Work with the tutee to develop a tutoring success plan that fits the student's individual needs
- Prepare tutoring sessions to ensure the tutee's academic development
- Assess the tutee's progress throughout tutoring sessions

QUALIFICATIONS:

- Ideal Candidates would be able to tutor multiple subjects
- Demonstrate knowledge and competence in the subject matter
- Enjoy tutoring the subject for which services are being provided
- Be able to explain concepts to others effectively
- For undergraduates, the minimum qualifications is to have earned an A- in the subjects to be tutored and an overall minimum GPA of 3.0
- Graduate students demonstrate qualifications by having an undergraduate degree in the area of tutoring, a closely related field, or by undertaking graduate studies in the field
- Candidates will need a letter of reference from a Stony Brook Instructor in the field
- Experience with tutoring or teaching is preferred

APPLICATION INSTRUCTIONS:

Please submit all application materials via e-mail. Send a copy of your resume and ask for a letter of recommendation to be sent on your behalf to: residentallife@sunypoly.edu.

If you are selected for an interview, you will be contacted within 5 business days of receipt of your e-mail.

SAMPLE POSITION #5 (MARKETING):

JOB TITLE: Graduate Assistant- Marketing Coordinator

Hours Per Week: 8-12

Pay Rate: \$13

Employment Dates: September 2019- December 2019 (possibility to extend until May 2020)

JOB DESCRIPTION: The Marketing Coordinator will develop a comprehensive marketing plan for the Academic Success and Tutoring Center including marketing strategies, action plans, consumer analysis, timelines, and budgets. The student will learn to assess their marketing strategies while developing experience, including content for a marketing portfolio.

RESPONSIBILITIES:

- Create eye-catching print materials including brochures, flyers, posters, and banners
- Work with vendors to research, design, and purchase promotional materials
- Manage social media outreach
- Lead the production of multimedia creations including promotional and educational videos and photography, special announcements, and email listserv advertisements
- Collaborate with staff to ensure website information is up-to-date and accurate
- Provide high quality customer service
- Other duties as assigned

QUALIFICATIONS:

- Experience with Adobe Photoshop or Illustrator
- Video and Music Editing Experience
- Familiarity with Web Design
- Proficiency in Microsoft Office
- Ideal candidates for this position are organized, adaptable, and creative
- Have excellent verbal and written communication skills; and can work independently and as a team member
- Candidates must be flexible, team-oriented, and passionate about student success

APPLICATION INSTRUCTIONS:

Interested applicants should submit a cover letter, resume and one sample of work (ex: flyer, photograph, video clip, etc) to tutoringcenter@sunypoly.edu.