

**NOW HIRING:**  
**Part-time work/Full-time Rewards**

Office of Career Services  
August, 2009

# Being a Student is a full-time job!



**Success at QCC requires time, energy, money and perseverance.  
Although you need money to survive now, in the long run your education will  
provide you with a lifelong payoff.**

**GPA is IMPORTANT!**

**In most cases low GPA can be attributed to working too many hours.**

**BE wary of allotting too much time to paid work.**

**Be aware that most employers are not concerned with your success in college  
and a seemingly convenient part-time job can quickly turn into a full time  
commitment.**

# PART-TIME JOB OPPORTUNITIES

## ON CAMPUS

- Federal Financial Aid Work-Study Opportunities
- Tutoring Positions
- Technology Fee Student Workers
- CUNY College Assistant Positions
- Research/Grant Assistants

## OFF CAMPUS

- Part-time Jobs sent to QCC are listed on College Central through our website [www.qcc.cuny.edu/careerservices](http://www.qcc.cuny.edu/careerservices)
- Jobs include positions in restaurant, retail, legal, health, business, technical and education sectors in the metropolitan area.
- QCC is a Work Force 1 participant

# Federal Work-Study Program

- The Program enables a qualified student to pursue a degree while holding a part-time job.
- To apply for the Program be sure to check the box for Federal-Work Study on the FAFSA form. Checking this box will not affect your eligibility for Financial Aid.
- If you qualify for Financial Aid you may qualify for Federal Work-Study as well. If you do not check the box you will not be considered for a Work-Study job.
- If you qualify you will receive a letter from the College telling you to come in to apply and interview for a Work-Study job. Most Work-Study jobs are on campus.
- Recipients are required to maintain satisfactory academic progress.

# Part-Time On-Campus Tutoring Opportunities

	Basic Skills Learning Center	Campus Learning Center	Math & Science Learning Center	Campus Writing Center
<b>Contact Person, Location &amp; Phone #</b>	<b>Ms. Jo Panteleo, Director, H-237 (718) 631-6378</b>	<b>Ms. Bonnie Cook, Coordinator, L-125 (718) 631-6660</b>	<b>Ms. Elizabeth Nercessian, Director, S-245 (718) 631-6361-5364</b>	<b>Mr. Dion Pincus, Director, L-104 (718) 631-6663</b>
<b>What types of positions are available?</b>	Part-time tutoring positions. Tutors prepare QCC students enrolled in BE courses to take the ACT/COMPASS tests in reading & writing. (exit from remediation)	Part-time tutoring positions. Tutors help QCC students in credit bearing courses in the following subjects: Arts& Humanities, Biology, Business, Chemistry, Ed, Health Sciences, History, Nursing, Physics, & Social Sciences.	Part-time tutoring positions. Tutors help prepare QCC students in basic skills (exit from remediation/Math-COMPASS) to advanced math classes.	Part-time tutoring positions. Tutors prepare QCC students to take the ACT writing test, the CPE and with EN and WI coursework.
<b>How many positions are available?</b>	The number of positions varies, depending on the budget.	Budget plays a role in the number of tutors hired, but usually the CLC employs approx. 50-75 tutors a semester.	Depends on the budget. Most likely 20-25 tutors are employed each semester.	The number varies, depending on the budget. The CWC employs approx. 15-20 tutors a semester, plus E-tutors.
<b>What types of tasks would be required?</b>	Depends on level of expertise & training. In-class tutoring, Group workshops, Private tutoring.	Private one-on-one tutoring.	Tutors trained to work one-on-one & in small groups.	Depends on level of training & credentials. One-on-One, small & large groups, workshops.
<b>What are the qualifications necessary to become a tutor?</b>	Tutors must have a high score on the ACT tests, and at least 12 credits. In addition, training is mandatory.	Tutors must have 12 credits, at least a 3.0 GPA and an A or B in the courses (or its equivalent) they are tutoring. In addition, training is mandatory.	Tutors must have completed 12 credits, a B grade or better in relevant coursework. In addition, training and an orientation to the center is required.	Tutors must have completed 12 credits, a 3.0 GPA, and an A- in EN 101 & 102.
<b>What is the salary range?</b>	The starting salary is approx. \$9.00 hr.	Tutors are hired as College Assistants. The salary varies depending on credits. If fewer than 64 credits, \$11.11 hr.	Tutors hired as College Assistants. The salary varies depending on credits. If fewer than 64 credits, \$11.11 hr.	Depends on the level hired. The center hires College Assistants, Writing Workshop Facilitators, Writing Workshop Specialists and E-Tutors.
<b>How does one apply?</b>	Director reviews applications.	On-line application. Coordinator reviews applications. Always accepting new applications.	Apply on-line thru CUNY or QCC jobs web-site. Director reviews applications.	Apply on-line via CWC's web-site.

# TUTORING

## Attention Students! Job Opportunities!

Are you good in your English and writing-related coursework?

Are you interested in helping other students?

Would you like to work in a friendly, supportive learning environment?

The Writing Center at Queensborough Community College is looking to hire new

**ENGLISH / WRITING INTENSIVE TUTORS**



To qualify, you must have at least 12 earned credits, a GPA of 3.0, and a grade of A- or better in En 101 & 102 (first & second semester English Composition) and any other English course(s) you want to tutor. **English grammar proficiency a plus!** For more information on how to become a Writing Center tutor, apply on line, call us at 718-631-6663, or come visit us at the Library Building (First Floor) to fill out an application.

# Technology Fee Position

- A limited number of Technology Fee positions are available in many of QCC's on-campus computer labs. Duties can include assisting students using the computers, general maintenance and in some cases knowledge of specific programs.
- A resume is required for consideration.
- Apply in-person in labs throughout the College. This is the most affective way to apply for this type of position.
- You may also leave an approved resume in the Office of Career Services in L429. We will inform you of any Technology Fee openings we become aware of.

# CUNY COLLEGE ASSISTANT POSITIONS:

- Can be filled by students and non-students.
- Candidates should apply in the Personnel Office located in the Administration Building, Room 412. Submission of a resume is the preferred method of applying.
- College Assistants work 15-20 hours per week and are hired on a temporary basis.
- Office duties vary from one department to another.



# OFF-CAMPUS JOBS

College Central Network is the premier job posting and resume referral provider at Queensborough Community College.

- Can be accessed through the Career Services Website at [www.qcc.cuny.edu/careerservices](http://www.qcc.cuny.edu/careerservices).
- Identify yourself as a student/graduate and click on College Central Network.
- Register and peruse job opportunities by area of interest or curriculum. There is a “Career Advice Video Library,” and a “Job Search Kit.”
- You may also submit your resume for approval by Career Services staff and grant access to your resume by employers.

# OFF-CAMPUS JOBS

- The Office of Career Services at Queensborough Community College has partnered with the local Jamaica Workforce 1 Center to offer job opportunities, company recruitments and workforce training to our students.
- The link to Work Force 1 is available on College Central Network.  
[http://www.nyc.gov/html/sbs/wf1/downloads/pdf/queens\\_workshop\\_schedule.pdf](http://www.nyc.gov/html/sbs/wf1/downloads/pdf/queens_workshop_schedule.pdf)
- To expedite the registration process come to the Office of Career Services with your resume and ask for a referral to Work Force 1.

# STUDENT JOBS ON THE CUNY WEB SITE

- CUNY maintains a web page devoted to student job opportunities.
- Visit [www.cuny.edu/jobs/student-jobs.html](http://www.cuny.edu/jobs/student-jobs.html) to learn about job opportunities and new initiatives CUNY is pursuing on behalf of students.

# Q.C.C. Career Services Web Site

- <http://www.qcc.cuny.edu/CareerServices>

# Q.C.C.'s On-line Software

College Central Network <http://www.collegecentral.com/queensborough>

Optimal Resume <http://qcc-cuny.optimalresume.com>

Perfect Interview <http://www.perfectinterview.com/qcc>

Career Spots- Career Advice videos ON DEMAND

<http://www.qcc.cuny.edu/CareerServices/Students/careerspots.asp>

VAULT

[http://www.vault.com/cb/careerlib/careerlib\\_main.jsp?referrer=449](http://www.vault.com/cb/careerlib/careerlib_main.jsp?referrer=449)

Focus 2 <http://www.qcc.cuny.edu/careerservices/focus-2.asp>

# OFFICE OF CAREER SERVICES

- Check your TigerMail frequently for important College notices including notification of upcoming workshops, job/internship opportunities, and events.
- Walk in hours to the Office of Career Services located in the Library Building Room 429 are:  
Monday 10am – 11:30am  
Tuesday 2pm – 3:30pm  
Wednesday 10am – 11:30am
- Resume Writing and Career Guidance Workshops are offered alternately on Thursdays at 2pm. Reservations are required. Please call 718-631-6297 or stop by L429 to make a reservation.