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
• 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

<table>
<thead>
<tr>
<th>Basic Skills Learning Center</th>
<th>Campus Learning Center</th>
<th>Math &amp; Science Learning Center</th>
<th>Campus Writing Center</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Person, Location &amp; Phone #</strong></td>
<td>Ms. Jo Panteleo, Director, H-237 (718) 631-6378</td>
<td>Ms. Bonnie Cook, Coordinator, L-125 (718) 631-6660</td>
<td>Ms. Elizabeth Nercessian, Director, S-245 (718) 631-6361-5364</td>
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<tr>
<td><strong>What types of positions are available?</strong></td>
<td>Part-time tutoring positions. Tutors prepare QCC students enrolled in BE courses to take the ACT/COMPASS tests in reading &amp; writing. (exit from remediation)</td>
<td>Part-time tutoring positions. Tutors help QCC students in credit bearing courses in the following subjects: Arts &amp; Humanities, Biology, Business, Chemistry, Ed, Health Sciences, History, Nursing, Physics, &amp; Social Sciences.</td>
<td>Part-time tutoring positions. Tutors prepare QCC students in basic skills (exit from remediation/Math-COMPASS) to advanced math classes.</td>
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<tr>
<td><strong>How many positions are available?</strong></td>
<td>The number of positions varies, depending on the budget.</td>
<td>Budget plays a role in the number of tutors hired, but usually the CLC employs approx. 50-75 tutors a semester.</td>
<td>Depends on the budget. Most likely 20-25 tutors are employed each semester.</td>
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<td><strong>What types of tasks would be required?</strong></td>
<td>Depends on level of expertise &amp; training. In-class tutoring, Group workshops, Private tutoring.</td>
<td>Private one-on-one tutoring.</td>
<td>Tutors trained to work one-on-one &amp; in small groups.</td>
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<tr>
<td><strong>What are the qualifications necessary to become a tutor?</strong></td>
<td>Tutors must have a high score on the ACT tests, and at least 12 credits. In addition, training is mandatory.</td>
<td>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.</td>
<td>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.</td>
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<tr>
<td><strong>What is the salary range?</strong></td>
<td>The starting salary is approx. $9.00 hr.</td>
<td>Tutors are hired as College Assistants. The salary varies depending on credits. If fewer than 64 credits, $11.11 hr.</td>
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<tr>
<td><strong>How does one apply?</strong></td>
<td>Director reviews applications.</td>
<td>On-line application. Coordinator reviews applications. Always accepting new applications.</td>
<td>Apply on-line thru CUNY or QCC jobs web-site. Director reviews applications.</td>
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<td><strong>Apply on-line via CWC’s website.</strong></td>
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</table>
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 online, 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.
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.
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.


To expedite the registration process come to the Office of Career Services with your resume and ask for a referral to Work Force 1.
• CUNY maintains a web page devoted to student job opportunities.
• Visit 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
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

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