

2024-2025
STUDENT ASSISTANT POSITIONS
(Temporary Service)

Student Assistant is an on-campus employment program for students. Any registered student is eligible if they are enrolled at least half-time (6 credits) and is in a matriculated status for the semester in which a student plans to work.

Student Assistant hiring decisions are made solely at the discretion of the hiring department. Not every department on campus has funds to hire students. Below is a list of departments that usually have a limited number of Student Assistant jobs available for students.

1. **Biology** Lab and/or Office Assistants – Contact Tressa Coulter at coultert@newpaltz.edu
2. **Center for Student Success** Program Assistant, Tutors – Work with students at the CSS as a program assistant at our front desk greeting visitors, checking in students and providing information or as a tutor working directly with students on specific subject areas. Please see the CSS website's hiring page at <https://www.newpaltz.edu/studentsuccess/join-our-team/> for a list of open tutor and program assistant positions
3. **Digital Media & Journalism** CSB 51 – email Gregory Bray at dmjchair@newpaltz.edu – Dig Med Production students only
4. **Dorsky Museum of Art** – Exhibition Assistant will provide administrative and research support related to exhibitions. Full job description and instructions found at [Dorsky Museum Exhibitions Assistant Job Description](#)
5. **Faculty Development Center** Office Assistant - Help with communications, events at the Faculty Development Center, and a variety of office tasks. Please email Matt Newcomb at facultycenter@newpaltz.edu with questions or to submit a resume and application letter.
6. **Fine & Performing Arts** Email fpa@newpaltz.edu – Includes Art, Art History, Music, Theatre Arts, Samuel Dorsky Museum of Art, and the Box Office
7. **Food Service** Campus Dining Locations – Visit <http://newpaltzdining.com> to fill out Student Employee Interest Form
8. **Geography** Lab Assistant – Must be a Geography or Environmental Studies Major – Contact Lawrence McGlinn at mcglinnl@newpaltz.edu
9. **Information Technology** Media Services, Service Desk, Faculty/Staff Support, CS Projects Assistant View job descriptions and apply online at: <https://newpaltz.edu/itjobs>
10. **Library** Visit website for more information: <https://library.newpaltz.edu/jobs/student.html>
11. **Math Lab** – Tutor students in a variety of math courses in a walk-in tutoring center. Contact Rachel Lilley at lilleyr@newpaltz.edu
12. **Office of Campus Sustainability** Announces Sustainability Ambassador position openings in April for an August start date. To receive this notification, email mittenl@newpaltz.edu. For more information visit: <https://www.newpaltz.edu/sustainability/for-students/sustainability-ambassadors/>
13. **Office of Communication & Marketing** HAB 411– Submit resume and cover letter
14. **Payroll** HAB 301- work in reception area to greet employees, help with paperwork, answer phone calls and filing. Submit resume to payroll@newpaltz.edu
15. **Planetarium** CSB 123 – See Raj Pandya or email at pandyar@newpaltz.edu. Must be an Astronomy major, Pre-Requisite: PHY 342 (Planetarium Operation)
16. **University Police** Provide support to University Police in various assignments, from issuing parking tickets to performing safety walks - Contact Capt. John Ritayik X3657 or email ritayikj@newpaltz.edu.

Other positions may become available from time to time with departments that are not listed. Students are always welcome to inquire with any department on campus as to the availability of Student Assistant positions.

The best time to seek a Student Assistant position is prior to or during the first week of each semester. There are many more students looking for jobs than there are jobs available, therefore it is important to start your job search early. Although there is some degree of turnover during the semester, most positions are filled within the first few weeks of the semester.