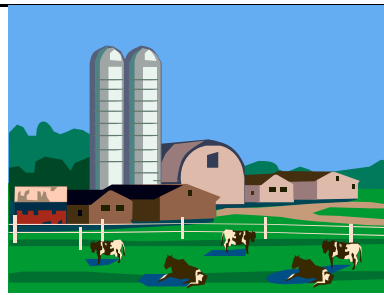


# HANDBOOK FOR WORK-STUDY

2009-2010



*Agriculture*

*Enrollment Mgmt.*

*Business*

*Physical Plant*

*Sciences*

*Information Tech.*

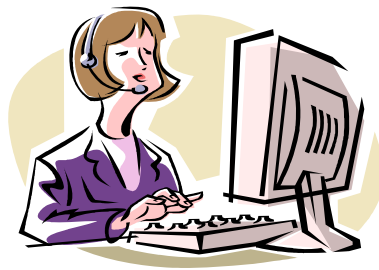
*Athletics*

*Academic Support*

*Admissions*

*Student Services*

*Computers*



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\*Job Descriptions - a sample of work-study jobs available is listed on pages 8 through 18. These jobs are not all-inclusive. Check the bulletin board outside the Financial Aid office for a full listing. Financial Aid is located on the 3rd floor of the Administration Building.

## **INFORMATION FOR STUDENTS:**

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1. Work-study money is awarded to you upon the basis of your need to meet college expenses. You may apply for a work-study award through the Financial Aid office.
2. The Financial Aid office will assist you in finding suitable employment. You will be referred to employers of your choice based upon your qualifications for each job. The work-study job board is located outside the Financial Aid office, 3rd floor, Whipple Administration Bldg.
3. You will receive a Work-Study Agreement. This form will be signed by the supervisor (offer of employment) and by you (acceptance of conditions). You will give one copy to the supervisor and return the other two copies to the Financial Aid office.
4. At the Financial Aid office you will complete the W-4 forms (State&Federal income tax exemption), and the I-9 form (employment eligibility verification). **You must bring with you TWO PROOFS OF IDENTIFICATION, one picture I.D. (driver's license or college I.D. card) and one Department of Health I.D. (social security card or birth certificate).** You may also use a passport. **You will not fill out any forms or be able to start to work without these proofs .**
5. The work-study award represents the gross earnings that you may receive for work performed. You are not obligated to earn the full amount of the award.
6. The Financial Aid office is required to adjust any award made by the college when you receive funds from sources of which the college had no previous knowledge.
7. You will not receive credit toward your account for your work-study award. You will be paid bi-weekly for the work accomplished during the previous pay period.

## **STUDENT RESPONSIBILITIES:**

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It is your responsibility to:

1. Submit a Free Application for Federal Student Aid (FAFSA) each academic year. Returning students should apply during the spring semester of each academic year.
2. Report to the Financial Aid office prior to the end of the first week of classes to receive your job referrals. REMEMBER, jobs are given out on a first-come, first-serve basis and the jobs do fill quickly.
3. Turn in a signed Work-Study Agreement prior to commencing work. REMEMBER, you can not obtain this agreement without TWO PROOFS OF IDENTIFICATION.
4. Follow all instructions regarding the completion of your time sheet.
5. Perform an hour's work for an hour's pay. Even though you have been given an award, the supervisor is under no obligation to employ you. If you are not performing your duties and responsibilities of the job, the supervisor can terminate your employment.
6. You are expected to arrive at work on time and work the hours scheduled. Further, you should notify your supervisor as early as possible in the event you will be unable to work on any given day.

## **TIME SHEETS:**

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1. You will be given a new time sheet at the end of each pay period. Generally, you can pick up your new time sheet and pay check at the same time. Time sheets are available from the Business Office, 4th floor, Whipple Administration Bldg.
2. You must list the hours worked on the time sheet and sign it in the appropriate space. Further, it is your responsibility to ensure that the supervisor totals the hours worked each day during the pay period.
3. The supervisor is responsible for totaling your hours, affixing his/her signature in the appropriate space and transmitting the time sheet to the Business Office, 4th floor, Whipple Administration Bldg.
4. Incorrectly filled out time sheets will not be processed until corrected. Usually, this will mean a delay of at least two weeks in the processing of your pay check.
5. An instruction sheet will be issued with your first time sheet.

## **PAYROLL:**

1. You will be paid every two weeks. In order for the college to maintain the schedule, it is imperative that you follow all instructions pertaining to the time sheet.
2. Work-study earnings are subject to federal income tax. However, even if you claim one exemption on the W-4, generally you will not have taxes withheld. You will receive a W-2 form at the end of the year.
3. Social Security taxes are not withheld from your earnings.
4. You will not be paid for coffee breaks, lunch breaks, vacations, holidays or sick leave.
5. Checks must be picked up in the Business Office, 4th floor, Whipple Administration Bldg.

## INFORMATION FOR SUPERVISORS:

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1. Work-study awards are made to the student based upon that student's financial need with awards being given to those students with the greatest financial need.
2. Students who have been given work-study awards will have a Work-Study Agreement which will list the maximum amount of money the student may earn, and the average number of hours per week a student can work.
3. Students will be referred to the various supervisors for interviews by the Financial Aid office. Once the supervisor determines that a specific student will meet his/her needs, the supervisor should sign the Work-Study Agreement and give back to student for return. At this time the supervisor should explain the duties and responsibilities of the job to the student and establish a work schedule.
4. Keeping in mind that the purpose of the work-study program is to provide students with the funds necessary to help meet the cost while in college, the supervisor has the responsibility to establish a work schedule that will allow the student to earn the full amount of his/her award.
5. Students cannot work more than six (6) consecutive hours without a half-hour break.
6. Supervisors must ensure the accuracy of the time sheet. Each supervisor must enter the total hours worked each day. At the end of the pay period, the supervisor must enter the total hours worked and sign the time sheet. **ALL SIGNATURES MUST BE IN INK.**
7. The supervisor is responsible for transmitting the time sheet to the Business Office, 4th floor, Whipple Administration Bldg. **Time sheets cannot be hand carried by the student.**
8. Student employees qualify for Workman's Compensation.

## TERMINATION OF EMPLOYMENT:

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1. Should the student decide to terminate his/her employment, notice should be given to the supervisor and the Financial Aid office at least a week prior to the date of termination.
2. Students who terminate their employment should provide the reason(s) for their termination to the supervisor and the Financial Aid office.
3. If there is a valid reason for termination, the Financial Aid office will attempt to place a student who terminates his/her employment in another position. Students will be allowed to change jobs only once during an academic year.
4. The supervisor may terminate the employment of a student for such reasons as violations of confidentiality, stealing, dishonesty (including falsifying time sheets), poor work performance and continual lateness or absence. The supervisor must provide a warning **in writing** to the student at least once prior to actual termination. A copy of this warning should be sent to the Financial Aid office.
5. A written notice of termination, including the actual reason for termination, must be sent to the Financial Aid office.
6. A student who has been terminated by an employer will not be placed in another position.
7. A student may appeal his/her termination to the Financial Aid office.

## **JOB DESCRIPTIONS:**

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### **School of Agriculture and Natural Resources**

#### **Clerical Assistant**

Assist school secretaries with various clerical duties. Must be able to keep academic information confidential. Duties include filing academic paperwork, be familiar with computer techniques and keyboarding and assist with mailings. Microsoft Word would be helpful.

#### **Office Assistant-Ag. Business (Dairy), Ag. Science**

Assist difference department with photo copying; data entry, filing and record keeping.

#### **Milking Technicians (Dairy Complex)**

Assist with the care of dairy cows. Milking/feeding cows. Equipment operation, record keeping, cleaning outside grounds. Maintain a clean facility.

#### **Aquaculture Student Assistant**

Assist with daily maintenance and operation of a fish hatchery including building and grounds maintenance, fish feeding, tank cleaning, fish order/deliveries. Assist with maintenance and development of exhibit and display material. Assist with bare bone and other biological specimen preparation. Work as attendant in Wildlife Museum with tour groups. Assist with data collection and retrieval. NYS driver's license highly recommended. Must be willing to work in inclement weather and able to lift up to 50 lbs.

#### **Construction/Small Engine Lab Assistant**

Repair/maintain small engines. Build small structures for campus community. Make bio-diesel.

#### **Lab Assistant-Diesel Technology**

Service and maintain large diesel equipment. Design, fabricate and secure teaching aids. Maintain clean and secure teaching labs. Clean driver's license required. Knowledge of and operation of equipment, i.e. forklift, skidder is important.

**Horticulture Assistant**

Crop Production: raising plants in the greenhouses and nursery. Maintenance of the greenhouses and facilities. Care of outdoor plantings: planting and maintaining flower beds, pruning, landscape maintenance. Some weekend work and some heavy lifting may be required.

**Lab Technician-Ag. Science**

Wash dishes in the soil testing lab; test/collect soil samples; keep lab clean; typing/inputting data into computer; type teaching related material.

**Equine Facilities Assistant**

Assist with pasture checks. General work around equine facilities: fence repair, etc. Assist with general horse care. Operation of farm equipment: cleaning sheds, handling/feeding of hay, spreading manure; weed eating, snow removal.

**Aquatic Lab Technician**

Routine care/maintenance of aquaria & aquatic specimens. Feed fish. Set up tanks and systems. Clean/organize equipment and glassware. Prepare, mount and maintain biological specimens.

**Lab Assistant-GPS/GIS**

Maintain, clean and inventory surveying equipment. Service/maintain water supply equipment. Assist in the preparation of teaching aids. Conduct surveys using GPS. Basic knowledge of surveying equipment and GPS will be an asset.

**Breeding Facility Assistant**

Assist with general facility maintenance; transporting and providing water, feed, etc. for horses; and assist with procedures related to routine breeding management.

**Aquaculture Technician**

Daily maintenance; assist with tours, fish sales; assist in completing ongoing upgrades and improvements; lawn mowing and grounds.

**Equine Coach Assistant**

Assist in show prep and organization. Work on show programs. Cleaning and organizing barn and equipment.

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**Landscape Assistant**

Assist in outdoor landscape projects and plant nursery development. Pick-up/Drop-off tools, materials, supplies to project sites. Equipment operations and tool maintenance.

**Office Assistant-Ag. Business (Dairy)**

Establish a filing system for class notes/student papers. Assist in lecture preparation. Assist in marketing events, i.e. NYS Fair, farm shows and visitor weekends. Track economic activity using key indicators. Maintain current Excel spreadsheet.

**School of Business**

**Travel Agency Assistant**

Answer telephones, file brochures, greet customers, contact vendors, research travel and assist with direct mailings; sorting mail.

**Office Assistant-School of Business**

Responsible for filing, light typing, telephone reception. Assist in cleaning out files, aid in inventory preparation. Photocopying.

**CIT Tutor/Lab Assistant**

Assist students in computer labs with questions on CIT related assignments; assist with new hardware and software installations as needed. Assist with maintaining lab equipment. Proctor CIT labs in the evening hours and weekends. CIS/CST/IT majors preferred.

**BBA-Department Assistant**

Work on resort & recreation program related projects and special events. Help with development of BBA web page. Support technology applications. Use digital camera, scanner, and software.

**School of Liberal Arts**

**Office Clerk-Liberal Arts/Individual Studies**

File, run errands, sort mail, telephones, light typing.

**Teacher Education Transfer Office Assistant**

File fieldwork journals and other program materials. Create posters advertising program events. Assist in setting up events. Updating program bulletin board. Typing relevant program materials.

**General Assistant-Journalism Department**

Provide support for photo labs including cleaning and re-stocking.

lab as needed. Deliver/pick up intercampus mail as needed. Assist dept. faculty when needed.

**Back Stage/Production Worker-Theatre**

Construction of sets for productions and paint sets. Work back stage during show. Help maintain theatre space, equipment. Assist with lighting for productions and other events. Help build props for show. Must be able to lift 50 lbs. or more and operate power tools.

**School of Science and Technology**

**Nursing Laboratory Assistant**

Set-up and break-down of practice stations for nursing skill labs. Assist with nursing lab maintenance including restocking and cleaning equipment and supplies. Filing, placing memos/handouts in students' mail folder. Assist with inventory of equipment/supplies.

**Office Assistant**

Filing, copying reports, resumes, student records, etc., answering tele-phones and running errands. Confidentiality is required.

**Office Assistant-Nursing Division**

Phone reception, typing, filing, photocopying, routine office procedures, mail sorting, bulk mailings. Confidentiality a must.

**Architectural Studies and Design Assistant**

Maintenance of the Architectural program's slide collection—this includes scanning slides, organizing and naming slides, maintaining records and folders. Material presentation assistance and support to include compiling computer and photographic materials through scanning, photocopying, delivery and pick up. Assist in the installation of displays and exhibits in various locations on/off campus. Duplication assistance to include organizing, sorting, compiling architectural drawings and written material.

**Lab Assistant-Auto Technology**

Clean drains in main drive isle; clean main drive isle. Clean finger prints off lab doors. Check and flush eye wash stations and safety showers in labs. Empty waste fluid receptacles in labs. Clean assigned labs and tool storage rooms.

**Massage Therapy Clinic Assistant**

Maintain laundry. Inventory and supplies for clinic. Photocopying and filing. Errands as needed. Assist faculty with equipment maintenance.

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**Lab Assistant-Mechanical Engineering Technology**

Lab cleaning and maintenance. Machine repair. Various machining projects. Supervision of lab.

**Office/Clerical Assistant-Diet Technician**

Filing, word processing, photocopying, errands as required.

**Architectural Studies & Design Assistant**

Update image collection. Scan slides, pictures, images in texts and organize, name and save images. Perform material presentation assistance and support for faculty. Duplicate architectural drawings. Provide assistance installing and breaking down displays and exhibits in and outside the studios.

**Biology Lab Attendant**

Preparation and sterilization of culture media. Sterilization and cleaning of glassware containing contaminated culture media. Preparation of biological stains and reagents. Operation of autoclaves and dishwashers. Set-up of various materials and equipment. Must understand the metric system and make various math calculations.

**Chemistry Lab Attendant**

Preparation of chemical solutions and solid materials. Set-up of equipment, glassware and miscellaneous materials. Take-down of lab materials and equipment. Operation of balances and equipment. Must know chemical elements/chemical formulas.

**Clerical Assistant-Environmental Training Center**

Assist with bulk mailings, filing and organization. Basic computer input. Help organize hand-outs for courses.

**Teacher's Assistant-Wood Technology**

Cleaning and maintenance of the wood and saw mill lab. Assist in material preparation for classes. Minor repair jobs in labs.

**CAD Lab Assistant & Monitor**

General supervision of labs. Clean monitor screens and work station area. Erase and clean whiteboard. Repair and clean drafting machines. Monitor labs in the evening.

**ACADEMIC SUPPORT**

**Academic Support Center Office Assistant**

Data entry; customer service and scheduling appointments. Create

documents using MS Office Suite. Filing, photocopying, phone reception and running errands across campus. Assist Disabilities Specialist with distribution of faculty notification forms; pick up exams and/or deliver completed exams to school offices.

**Clerical Assistant-Norwich Campus (Car Needed)**

Heavy telephone duty-fielding questions from the general public. Typing of labels; stuffing envelopes for mass mailing. Gathering materials for admissions packets. Copying for all faculty and staff; filing; scheduling appointment.

**Help Desk Assistant-Norwich Campus (Car Needed)**

Assist with laptop repairs for faculty and students. Assist with maintenance of equipment throughout building. Assist with workshops. Maintain proper filing/organizing of paperwork. Assist with inventory management/tracking.

**Clerical Assistant-EOP**

Filing, phone and office coverage (when needed). Distribute tutor hour sheets. Assist in large mailings. Use computer to look up and enter information into database. Strict confidentiality is a must.

**Clerical Assistant-Registrar's Office**

Filing (a big part of this job), alphabetizing, accessing information from the computer, phone reception. Processing transcript requests when needed. Sort and distribution of paperwork to proper office; mailings. Confidentiality/dependability is a must.

**BUSINESS OFFICE/PHYSICAL PLANT**

**Mail Room Assistant**

Answer switchboard; log-in and hand-out student packages; sort/forward student mail. Answer general questions from visitors and students and assist with bulk mailings. Send fax(s) for students.

**Clerical Assistant-Business Office**

Filing, alphabetizing forms/records, typing bills, forms, reports. Data entry and telephone assistance. Assist with window traffic.

**Printing Services Aide**

Able to operate copy machines, collator, stapler, binder, cutter and hole punch with training. Be able to do moderate lifting. Assist with telephone inquiries and patrons with their requests.

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**Clerical Assistant-Human Resources**

Filing, photocopying and miscellaneous office duties. Strict confidentiality in this position.

**Office Assistant/Dispatcher-University Police**

Participate in department training program, including office procedures, need for attention to detail and communications equipment. Hours of work: 4 p.m. to midnight, 7 days/week. Answer telephone requests for assistance, relay requests to patrols, dispatch general information to callers/students. Sort/file paperwork. Maintain strict confidentiality of activities and communications.

**Parking/Traffic Assistant-University Police**

Sort and file tickets and other paperwork. Daytime only. Must be able to file numerically and alphabetically.

**Warehouse Worker**

Cleaning, inventory and stocking shelves. Maintain inventory records on cards. Data entry into computer. Typing, filing, general clerical duties. Assist auto mechanic in cleaning of college-owned vehicles.

**Administrative Clerical Assistant-Service Bldg.**

Data entry, general typing, copying, filing and miscellaneous duties to include inventory recording.

**Wastewater Plant Assistant**

General cleaning around plant. Assist operators with maintenance at plant. Painting, grounds work. Assist in P.M.'s at plant.

**Grounds Assistant**

Assist with mowing, trimming of turf areas. Assist with maintenance of plantings. Assist with new projects. Assist with pick-up and delivery of equipment and material. Install and maintain planting areas.

**Academic Cleaning Crew**

Dust/Wet mop floors; sweep and mop stairways. Spot wash walls; vacuum carpets, dust furniture, wash glass doors. Pick up trash and recyclable from office and classrooms. Shovel snow, rake leaves, sweep entries.

**ENROLLMENT MANAGEMENT**

**Campus Tour Guides/Clerical**

Conduct campus tours for prospective students, parents and other campus visitors. Work on large bulk mailings. Typing skills a plus.

Be available for a minimum of five select Saturdays for open houses. Good communication skills and a good strong voice. Filing and data entry.

**Athletic Department Assistant**

Prepare and maintain all athletic venues. Repair, clean, inventory all athletic equipment and clothes. Assist Sports Information Director with daily statistics and media relations. Attend home/away contests and with security and team hospitality. Assist in numerous mailings.

**Student Athletic Trainer**

Assist with athletic preparation for practices and contests. Fill/distribute water jugs for home contests. Clean water bottles. Travel to road football/hockey contests. CPR/First Aid/AED training a plus.

**Manager-Ice Hockey**

Filing, bulk mailings, tabulate statistics.

**Assistant in Sports Information**

General clerical duties (filing, typing, mailings). Assist with event stats, scoreboard operations, reporting/compiling team stats. Assist with game day operations. Some late afternoon hours required on home game days.

## **INFORMATION TECHNOLOGY**

**I.C.S. Assistant**

Provide delivery, set-up and pick-up of classroom equipment. Troubleshoot and verify reported classroom problems. Academic support activities (i.e. videotape duplication, document scanning, overhead transparencies, etc.) Prepare reserved equipment for faculty/staff.

**Cyber Lab Proctors**

Have some experience with "Word"-need to know the basics. Responsible for lab when manager is not available. Will be instructed on how to use printers and scanners. Proctors are expected to report to work on time and act in a professional manner. Keep lab open for academic work.

**Help Desk Student Assistant-Computer Services**

Laptop set-up, distribution and orientation for new users both student and faculty/staff machines. Hardware and software troubleshooting and installation on laptops. Configuration, imaging, maintenance and cleaning of laptops. Assist with inventory and tracking of the laptops

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into an Access database. Maintain supplies in public printers. Some evening/weekend hours. Some degree of computer experience is desired.

**Assistant to Network Engineer-Computer Services**

Assist in installing and maintaining the campus Data Network. Assist with PC support of campus desktops. Assist in setting up new machines and reimaging existing machines. Installation of software updates as needed.

**Library Assistant**

Assist patrons at the circulation/reserve desk. Process library material as it is charged out and returned. Shelve books and reading materials. Special projects as assigned, including possible assignments with technical services. Must be physically able to stand for an hour or more, to lift and carry books, and to push book trucks. Knowledge of Alpha-Numerical Ordering Systems a plus.

**INSTITUTIONAL ADVANCEMENT/ALUMNI**

**Clerical Assistant**

Update Banner records (data entry). Prepare mailings (labeling, stuffing, zip code order, etc.). Filing, alphabetizing. Assist in all aspects of Homecoming preparation. Research alumni records. Computer experience strongly desired.

**STUDENT SERVICES**

**Clerical Assistant-Financial Aid Office**

Filing, computer work with reports, student files. Prepare and send bulk and regular mailings. Telephone reception (heavy). Prepare student folders for incoming students. Assist students/parents with FAFSA questions. On-the-job training provided.

**Office Assistant-Student Activities**

Provide general clerical support and phone coverage. Typing and computer skills very helpful in making posters for events, doing mailings and creating attractive bulletin board notices. Assist with projects for the Student Government Office.

**Night Host-Residence Halls**

Maximize security of each building as well as to assist the hall staff in the maintenance and information/assistance of functions of the residence hall. Monitor the flow of traffic, emergency procedures.

**Office Assistant-Student Health Center**

Assist the staff with registration of patients. Pull charts, telephone reception, filing insurance waivers in student folders. Pulling and shredding records, etc. Student worker is required to sign a confidentiality statement which states that worker will be terminated if confidentiality is breached.

**Children's Center at Morrisville State College****Teacher's Aide**

Assist in developing and maintaining a safe and healthy learning environment for children. Relay any information for formal assessment to Lead Teacher. Is aware of and alert to any situation which might indicate a concern for child abuse or neglect and report any such situation to the Director. Assist in gathering materials, setting up activities for the smooth running of the daily program. Finger printing and State clearance is done on everyone. Must be willing to work in one of two different locations, as assigned.



## **AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY**

The College recognizes the rights, freedoms and dignity to which each individual is entitled. It will withhold its services from any employer who discriminates in its employment practice on the basis of their job related qualifications without regard to race, religion, color, national origin, age, sex, marital status, sexual orientation, veteran status or disability. Complaints alleging unlawful discrimination and inquiries concerning the application of State and Federal anti-discrimination laws and regulations at SUNY Morrisville may be referred to the Affirmative Action Officer, 3rd floor, Crawford Hall.

**Financial Aid Office**

3rd Floor, Whipple Administration

Hours: 8 a.m. - 5 p.m.

Monday - Friday

Phone: 315.684.6289

**NOTES**



