

**Position Availability is not guaranteed. Please email Rosa Smith in the Center for Student Services at [www.rsmith1@mmm.edu](mailto:www.rsmith1@mmm.edu) for up to date job postings. The job listing below provides a brief description of job responsibilities.**

## DEPARTMENT DANCE

**POSITION:** Clerical

**SUPERVISOR(S):** Christina Rinaldi

**EMAIL Resume:** [crinaldi@mmm.edu](mailto:crinaldi@mmm.edu)

**HOURS:** Inquire within the department

**POSITIONS AVAILABLE:** Inquire with Rosa Smith at [Rsmith1@mmm.edu](mailto:Rsmith1@mmm.edu)

### JOB DESCRIPTION

- Assist the Office Manager for the Dance Department
- Support and assist Full-Time Dance Faculty as needed.
- Promote the Dance Department & Program in a professional manner.
- Maintain a professional and friendly office atmosphere, reception of persons entering the office.
- Assist in the preparation of documents
- Assist in maintaining database files
- Assist in 8-10 major mailings per year
- Serve as front of house staff for dance shows as necessary.
- Weekly cleaning of Dance Department studios, mirrors and dressing rooms.
- Other duties as assigned by the department

### QUALIFICATIONS

- This position requires composure with a busy, high-volume environment.
- Students with office experience and computer skills preferred.

## DEPARTMENT: DIVISION OF SCIENCES

**POSITION:** Clerical

**SUPERVISOR(S):** Rekha Swami

**EMAIL:** [Rswami@mmm.edu](mailto:Rswami@mmm.edu)

**HOURS:** Inquire within the department

**POSITIONS AVAILABLE:** Inquire with Rosa Smith at [Rsmith1@mmm.edu](mailto:Rsmith1@mmm.edu)

### JOB DESCRIPTION

Student will be responsible for several duties, including:

- Answering multiple phone lines; taking messages
- Reception of persons entering the office
- Copy machine operation-make
- Collecting mail and distributing to faculty
- Assisting the Chair, faculty, clinic director, Program Director

### QUALIFICATIONS

- This position requires composure with a busy, high-volume environment and a knowledge of computers.

# PURCHASING DEPARTMENT

**POSITION: Mailclerk**

**SUPERVISOR(S): Maria Marzano**

**EMAIL: [Mmarzano@mm.edu](mailto:Mmarzano@mm.edu)**

**HOURS: Inquire within the department**

**POSITIONS AVAILABLE: Inquire with Rosa Smith at [Rsmith1@mmm.edu](mailto:Rsmith1@mmm.edu)**

## JOB DESCRIPTION

- Picks up incoming mail from Post Office
- Sorts and distributes all incoming mail (staff and Faculty)
- Accepts all incoming deliveries mail via UPS, Federal Express DHL, etc. and maintains accurate log of these packages.
- Delivers all incoming courier packages to the respective department and obtains signature.
- Notifies Mailroom Coordinator when various equipment are not in working order (mail machine, copiers, folding machines, folder/inserters, etc)
- Makes daily pick ups/drop offs of mail (interoffice and external) from/to all departments.
- Posts all outgoing mail, including certified, registered mail. Takes all outgoing mail to Post Office.
- Logs all outgoing packages in logbook. (UPS, Federal Express, DHL etc.) for correctness, maintains log and contact vendor for pickup. Maintain respective file.
- Accept delivers for the College from vendors. Enters each package into log and maintains this log for any problems. Delivers packages to various departments, and obtain signature.
- Provide departments with in-stock office supplies, completion of a requisition and proper allocation for these items.
- Other duties as requested by Director of Purchasing.

## QUALIFICATIONS

- Ability to lift packages up to 50lbs.

# OFFICE OF STUDENT AFFAIRS

**POSITION: Clerical**

**SUPERVISOR(s): Demetria Jennings**

**EMAIL: [Djennings@mmm.edu](mailto:Djennings@mmm.edu)**

**HOURS: Inquire within the department**

**POSITIONS AVAILABLE: Inquire with Rosa Smith at [Rsmith1@mmm.edu](mailto:Rsmith1@mmm.edu)**

## JOB DESCRIPTION

Assist in providing a welcoming and helpful office climate.

- Assist in overall support of the office support of the office through a variety of clerical functions (mailings, delivery, distribution, duplication, packaging, assembling, etc.)
- Provide information about on-going activities within the offices such as Residence Life, Campus Ministry, Student Life, Counseling Services, Health Insurance, Immunization, and refer students to appropriate areas both with Students Affairs and in the College.
- The office assistants are involved in organizing and setting up special events and programs.

## RESPONSIBILITIES:

- General clerical duties, sorting of mail, deliveries, filing, screening calls, taking messages, checking messages, typing (e.g. memos, room reservations, flyers announcements) computer work (Microsoft word, excel, publisher).
- Assist in keeping inventory of office supplies and first aid kit, organizing the closets.
- Managing RSVP lists for participating events and/or programs
- Post services that are available for students such as discount, movie and theater tickets.
- Assist in filing, tracking and maintenance of records.
- Other jobs as needed.

## QUALIFICATIONS:

Applicants should have a minimum G.P.A of 2.8, prior office work experience, computer skills, and excellent communication skills, verbal and written. All office assistants must maintain a G.P.A. of 2.5 a semester.

## ADMISSIONS OFFICE

**CONTACT PERSON:** Lisa Velez, Associate Director of Admissions  
**EMAIL RESUME:** [Lvelez@mmm.edu](mailto:Lvelez@mmm.edu)  
**POSITIONS AVAILABLE:** Inquire with Rosa Smith at [Rsmith1@mmm.edu](mailto:Rsmith1@mmm.edu)  
**DUTIES:**

- Prepare mailings
- Data Entry
- Telecounseling
- Fulfillment Area

Student will also be expected to assist with any weekend events such as, Open House, Admitted Student Reception etc.

## INFORMATION TECHNOLOGY

**JOB TITLE:** (Work Study Student) Switchboard Op.  
**DEPARTMENT:** Information Technology  
**TITLE TO WHICH POSITION REPORTS:** The Telecommunications Supervisor  
**CONTACT PERSON:** Ebony Lugo  
**EMAIL RESUME :** [ELUGO@MMM.EDU](mailto:ELUGO@MMM.EDU)  
**POSITIONS AVAILABLE:** Inquire with Rosa Smith at [Rsmith1@mmm.edu](mailto:Rsmith1@mmm.edu)  
**HOOR STATUS:**

Must be available Monday's, Friday's and Occasional Saturday's (9am-2pm).  
19.5hrs/week

Desired Times -Mornings: 11am-3pm, Afternoons: 12-4pm, or Closing: 3pm to 6pm  
We are willing to work with class schedule and make the necessary adjustments.

### ESSENTIAL JOB FUNCTION

Work Study Student Switchboard Operator is responsible for answering calls to Marymount Manhattan College in a prompt and courteous manner. The switchboard operator also assists the IT Techs by answering the IT Helpdesk. Helpdesk responsibilities includes entering tickets into TrackIT, as well as relating information to callers in reference to hardware/software problems and/or questions related End-User Support including all fields of MMC IT Infrastructure. Training will be given for the use of the switchboard and the IT Helpdesk.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Answers calls in timely and courteous manner
2. Transfers calls to appropriate locations.
3. Refers user problems to Technical, Colleague, and Phone support groups within Information Technology as necessary when additional assistance is required for resolution
4. General clerical duties

### MINIMUM QUALIFICATIONS:

High school diploma or the equivalent  
A warm and pleasant manner  
The ability and willingness to learn  
Strong Communication skills  
Ability to handle multiple tasks  
Ability to work in a fast-paced and changing environment  
Ability to work as part of a team  
Ability to deliver customer service to users with various levels of computer/telecom knowledge  
Ability to work with users of various levels of computer/telecom knowledge

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# CENTER FOR STUDENT SERVICES

**SUPERVISOR(S): Rosa Smith**

**EMAIL: [Rsmith1@mmm.edu](mailto:Rsmith1@mmm.edu)**

**HOURS: Inquire within the department**

## **JOB DESCRIPTION**

- Answering and transferring a high volume of telephone calls
- Filing
- Collating
- Copying
- Mailing
- Mail sorting and distribution
- Fax sorting and distribution
- Database creation and maintenance
- Various office tasks
- Other duties as needed

## **SKILLS REQUIRED**

- Outgoing, friendly personality
- Clear, distinct speaking voice
- Excellent telephone etiquette
- Excellent interpersonal skills
- Excellent organizational abilities
- Quick learner

# CENTER FOR ACADEMIC ADVANCEMENT

**SUPERVISOR:** Executive Director of Academic Achievement Programs, Cindy L. Mercer, PhD.

**CONTACT PERSON:** Ryan Cunningham, Administrative Assistant

**EMAIL RESUME: [Rcunningham@mmm.edu](mailto:Rcunningham@mmm.edu)**

## **POSITION DESCRIPTION:**

Under the direct supervision of the Administrative Assistant for Academic Advancement, this position performs a variety of office support and/or secretarial duties for the center, such as, relaying and resolving routine telephone and/or walk-up inquiries, scheduling calendar items and meetings, processing forms, performing data entry, and establishing and maintaining records including the use of our ACCUTRACK software. The position requires organizational skills and the ability to communicate effectively, both orally and in writing.

## **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Ability to create, to compose, and to edit written materials.
- Word processing and/or data entry skills.
- Research and computer skills.
- Answer the phone and assist the tutors.
- Greet students and direct them through the center to proper forms.
- Skill in the use of operating basic office equipment.
- Ability to maintain calendars and schedule appointments.
- Pick up department mail in the lower level mailroom.
- Monitor textbook inventory.
- Complete any tasks assigned by Ryan Cunningham or by Monica Colbert in the service of the center.
- Work on any special projects assigned by Cindy Mercer.

## CIRCULATION ASSISTANT

**DEPARTMENT:** Library

**SUPERVISOR(S):** Henry Blanke

**EMAIL RESUME:** [Hblanke@mmm.edu](mailto:Hblanke@mmm.edu)

**HOURS:** Students are needed who are available between the hours of 8:00a.m. – 10:00p.m. Monday-Thursday, 8:00a.m.-7:00p.m. on Friday, Saturday 11:00a.m.-5:00p.m. and Sunday 12:00p.m.-6:00p.m.

**POSITIONS AVAILABLE:** Inquire with Rosa Smith at [Rsmith1@mmm.edu](mailto:Rsmith1@mmm.edu)

**DUTIES:** Student will assist with circulation of library materials such as books, and laptops and assist various other circulation maintenance duties such as book shelving, processing and shelving magazines and various other tasks.

## MEDIA CENTER ASSISTANT

**DEPARTMENT:** Library

**SUPERVISOR(S):** Henry Blanke

**EMAIL RESUME:** [Hblanke@mmm.edu](mailto:Hblanke@mmm.edu)

**HOURS:** Students are needed who are available between the hours of 8:00a.m. – 10:00p.m. Monday-Thursday, 8:00a.m.-7:00p.m. on Friday, Saturday 11:00a.m.-5:00p.m. and Sunday 12:00p.m.-6:00p.m.

**POSITIONS AVAILABLE:** Inquire with Rosa Smith at [Rsmith1@mmm.edu](mailto:Rsmith1@mmm.edu)

**DUTIES:** Assist with the circulation of DVD's, video cameras and assorted media equipment. Assist in media setups and the delivering and picking up of other media center equipment including overhead projects, TV/DVD players, and LCD projectors and laptops. Prospective employees will be trained.

## BLACKBOARD ADMINISTRATOR ASSISTANT

**DEPARTMENT:** Library

**SUPERVISOR(S):** Henry Blanke

**EMAIL RESUME:** [Hblanke@mmm.edu](mailto:Hblanke@mmm.edu)

**POSITIONS AVAILABLE:** Inquire with Rosa Smith at [Rsmith1@mmm.edu](mailto:Rsmith1@mmm.edu)

**DUTIES:** Student will assist with the maintenance and updating of Blackboard, Marymount Manhattan's online course management system

**DESIRED SKILLS:** PC Proficient; Knowledge of HTML

## HUMANITIES DEPARTMENT

**SUPERVISOR(S): Eleanor Bazzini**

**EMAIL: [Ebazzini@mm.edu](mailto:Ebazzini@mm.edu)**

**HOURS: Inquire within the department**

**POSITIONS AVAILABLE: Inquire with Rosa Smith at [Rsmith1@mmm.edu](mailto:Rsmith1@mmm.edu)**

### Job Functions:

- Assist secretary – Yes
- Photocopying – A definite
- Answering phones- when needed
- Assist Professor if needed- Yes
- Other duties as assigned- Yes

### SKILLS REQUIRED

- Knowledge of copy machines
- Excellent phone manners
- Excellent communication skills

## ACADEMIC AFFAIRS

**SUPERVISOR(S): Madeline Waldron**

**EMAIL RESUME: [Mwaldron@mmm.edu](mailto:Mwaldron@mmm.edu)**

**HOURS: Inquire within the department**

**POSITIONS AVAILABLE: Inquire with Rosa Smith at [Rsmith1@mmm.edu](mailto:Rsmith1@mmm.edu)**

### JOB DESCRIPTION;

The student worker provides assistance to the Senior Staff Members of the Academic Affairs Office in order to provide the smooth operation of the department.

### RESPONSIBILITIES:

- Reception desk
- Answer telephone
- Schedule appointments
- Photocopying
- Filing
- Assist with projects as needed.

### SKILLS:

- Good interpersonal skills
- Good telephone skills
- Knowledge of Microsoft Office
- Acquire skill to navigate in the Colleague System
- Maintain Confidentiality

## ACADEMIC ADVISEMENT/CAREER DEVELOPMENT

**SUPERVISOR(S):** Melissa Weekes

**EMAIL:** Mweekes@mmm.edu

**HOURS:** Inquire within the department

**POSITIONS AVAILABLE:** Inquire with Rosa Smith at Rsmith1@mmm.edu

### JOB DESCRIPTION:

- General Administrative duties filing, copying and answering phones the general phones lines of both the Academic Advisement and Career Development Offices, and organizing and maintaining the office area.
- Greet students at the front desk; direct students with appointments to the appropriate person.
- Assist on special projects as needed.
- Other department tasks as assigned.

### QUALIFICATIONS:

- Knowledge of Microsoft Office (Word, Excel, Powerpoint)
- Excellent communication and organizational skills
- Able to multi-task and function in a fast pace environment.

## CENTER FOR ACADEMIC ADVISEMENT

**POSITION:** Office Assistant

**DEPARTMENT:** Center for Academic Adviseement

**SUPERVISOR(S):** Cindy Mercer, Phd.

**PHONE:** (212) 517-0822

**EMAIL:** Cmercerc@mmm.edu

**HOURS:** Inquire within the department

**POSITION:** Inquire within the department

**Contact Person:** Executive Director of Special Programs Cindy L. Mercer, Phd.

### Position Description:

Under the direct supervision of the Assistant Director of the Center for Academic Advancement, this position performs a variety of office support and/or secretarial duties for the center, such as, relaying and resolving routine telephone and/or walk-up inquires, scheduling calendar items and meetings, processing forms, performing data entry, and establishing and maintaining records. The position requires organizational skill and the ability to communicate effectively, both orally and in writing.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- o Ability to create, to compose, and to edit written materials.
- o Word processing and /or data entry skills.
- o Research and computer skills
- o Answer the phone and assist the tutors.
- o Greet students and direct them through the center to proper forms
- o Skill in the use of operating basic office equipment.
- o Ability to maintain calendars and schedule appointments
- o Pick up department mail in the lower level mailroom
- o Monitor textbook inventory.
- o Complete any task assigned by Ana Leyva or by Deborah Kelley in the service of the center.
- o Work on any special projects assigned by Cindy Mercer.

## ADMISSION'S OFFICE

**POSITION:** Clerical

**DEPARTMENT:** Admission's Office

**SUPERVISOR(S):** Jenna Schebell

**PHONE:** (212) 517-0443

**EMAIL:** Jschebell

**HOURS:** Inquire within the department

**POSITIONS AVAILABLE:** Inquire within the department

### **JOB DESCRIPTION:**

The Admissions Office seeks work-study students to work in the Telecounseling Office.

Telecounselors are often the first link between the college and prospective students. As a telecounselor, you will be responsible for calling prospective students who have expressed interest in MMC. Depending on the time of year, you will be calling students to encourage them to apply, increase their knowledge about specific majors, remind them about college fairs, and walk them through the process of sending in tuition deposits, applying for housing and scheduling classes. It is a great opportunity to work with prospective students and share your own experiences as a MMC student.

Applicants must be comfortable speaking on the phone and be very upbeat,

Knowledgeable and energetic about MMC. Because the best time to reach students is later in the day, you must be available to work evening hours. (Typically from 4pm until 7pm or 8pm) Monday through Thursday. Schedules may vary.

You must also be available to work on special event days: Admissions Open House, and President's Reception.

Perhaps the best part of being a telecounselor is seeing the results of your hard work and being able to meet students face-to-face at these events.

**A serious commitment is needed, as you will be a vital part of the recruitment team.**