SUNY Downstate Medical Center- Office of Financial Aid  
450 Clarkson Avenue, Room 1-114, Brooklyn, NY  11203-2098.  718-270-2488

College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: America Reads Program

Department: Kings County Hospital Pediatrics  
Supervisor’s Name: Nicole Simuro  
E-Mail Address: Nicole.simuro@downstate.edu  
Location: Kings County Hospital  
Phone Ext.: (845) 641-7807  
Box #: 
Period of Employment: Always open  
Job Description: Students needed to read and interact with pediatric in-patients.  
A resume { } is {X} is not required.  
Number of Students Needed: Unlimited  
Number of Hours Per Week: Varied  
Days and Times Needed: As Needed  
Contact Information: same as above

Office of Financial Aid Use Only

Approved by: SLM  
Date: 05/30/06  
Rate of Pay: $12

Notes: ________________________________

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Updated: 07/21/08  04/14/09  07/01/09  

1
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Assistant

**Department:** Occupational Therapy Program

**Supervisor’s Name:** Margaret Kaplan

**E-Mail Address:** margaret.kaplan@downstate.edu

**College:**
- Medicine {   }
- Nursing { } Undergraduate { } Graduate
- CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.
  - {} Midwifery {* } OT { } PT { } PA
- Graduate Studies {} 

**Location:** Room 729   
**Phone Ext.:** 7736   
**Box #:** 81

**Period of Employment:** 
**From:** September 1, 2008   
**To:** September 1, 2010

**Job Description:** Assist with course and manuscript preparation, article search and retrieval, data entry, organization of information, word processing.

A resume { } is {*} is not required.

**Number of Students Needed:** 1 - 2   
**Number of Hours Per Week:** Flexible 1 - 5

**Days and Times needed:** flexible to student availability

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**Office of Financial Aid Use Only**

**Approved by:** SLM   
**Date:** 04/01/06   
**Rate of pay:** $12

**Notes:**

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**Updated:** 06/08/06, 10/11/07, 08/01/08, 07/01/09, ________ ________ _______ 7
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Pod casting

**Department:** CHRP/Occupational Therapy Program

**Supervisor’s Name:** Margaret Kaplan

**E-Mail Address:** margaret.kaplan@downstate.edu

**College:**
- Medicine { }
- Nursing { } Undergraduate {X} Graduate
- CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.
  { } Midwifery {X} OT { } PT { } PA
- Graduate Studies { }

**Location:** E - 743

**Phone Ext.:** 7736

**Box #:** 81

**Period of Employment:**
- **From:** September 2008
- **To:** May 2012

**Job Description:** Record lectures, download lectures, label files and upload to PRIME.

**A resume { } is {*} is not required.**

**Number of Students Needed:** 2 - 3

**Number of Hours Per Week:** Flexible 3 - 4

**Days and Times needed:** Monday – Friday, according to the class schedule being recorded.

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**Office of Financial Aid Use Only**

**Approved by:** SLM  
**Date:** 05/23/08  
**Rate of pay:** $12

Notes

Updated: 08/01/08, 07/01/09   ______  ______  ______  ______  8
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Associate

**Department:** Medicine

**Supervisor’s Name:** Mary Ann Banerji

**E-Mail Address:** mbanerji@downstate.edu

**College:**
- Medicine (*)
- Nursing { } Undergraduate { } Graduate
- CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.
  { } Midwifery { } OT { } PT { } PA
- Graduate Studies { }

**Location:** Nursing Station 51

**Phone Ext.:** 1542 **Box #:** 123

**Period of Employment:**
- From: ASAP
- To: 

**Job Description:** Help with research, entering data in computer, talking to patients.

Being part of a research group.

A resume { } is { } is not required.

**Number of Students Needed:** 1 or 2 **Number of Hours Per Week:** 8

**Days and Times Needed:** Afternoons or whenever free.

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**Office of Financial Aid Use Only**

Approved by: **SLM**

**Date:** 04/16/04 **Rate of Pay:** $12

**Rate of Pay:** $12

**Notes:**

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**Updated:** 06/14/06, 08/01/08, 07/01/09 ________ ________ ________ 12
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Research Assistant

Department: Radiation Oncology

Supervisor’s Name: Christopher Lange

E-Mail Address: Christopher.lange@downstate.edu

College: Medicine {*}

Nursing { } Undergraduate { } Graduate

CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.

{ } Midwifery { } OT { } PT { } PA

Graduate Studies { }

Location: BSB 2-40 Phone Ext.: 1050 Box #: 1212

Period of Employment: From: July 1, 2009 To: June 30, 2010

Job Description: Cell Culture

A resume { } is {*} is not required.

Number of Students Needed: Number of Hours Per Week: 35 - 40

Days and Times Needed: Monday – Friday

Office of Financial Aid Use Only

Approved by: SLM Date: 4/16/04 Rate of Pay: $11

Notes: ___________________________________________________________

_______________________________________________________________

Updated: 06/14/06, 08/01/08, 07/01/09 ________ ________ ________ 13
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Computer Support Assistant

Department: Office of Educational Computing and Technology

Supervisor’s Name: Greg Conyers, Damian Alleyne

E-Mail Address: greg.conyers@dowstate.edu, damain.alleyne@downstate.edu

Location: HSEB E616

Phone Ext.: 7416

Box #: 97

Period of Employment: From: July 1, 2009 To: June 30, 2010

Job Description: Assist with office computer support as follows: Monitoring public lab computers for reliability, scanning lecture materials, maintaining web pages, installing software, assisting other students and developing self help materials.

A resume {   } is {X} is not required. (Some computer knowledge required, but will train.)

Number of Students Needed: up to 4

Number of Hours Per Week: variable

Days and Times Needed: This position involves flexible hours that will be arranged to accommodate student and office schedules.

Office of Financial Aid Use Only

Approved by: SLM

Date: 8/20/04

Rate of Pay: $11

Notes: __________________________________________________________

Updated: 06/14/06 10/09/07 08/01/08 07/01/09 _________ ________ _______19
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title: Research Assistant**

**Department:** Emergency Medicine  
**Supervisor’s Name:** Richard Sinert, D.O.  
**E-Mail Address:** Richard.Sinert@downstate.edu

**College:**  
- Medicine  
- Nursing  
- CHRP  
- Graduate Studies

**Location:** KCHC  
**Phone Ext.:** 245-2973  
**Box #:** 1228

**Period of Employment:**  
**From:** Now  
**To:** Indefinite

**Job Description:** Option one: animal lab assistant (Rat lab, research on hemorrhagic shock); Option two clinical research assistant (data collection, analysis, data entry, etc.)

**A resume { } is {X} is not required.**

**Number of Students Needed:** As many as possible  
**Number of Hours Per Week:** 6

**Days and Times Needed:** Flexible Hours

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**Office of Financial Aid Use Only**

**Approved by:** SLM  
**Date:** 8/09/04  
**Rate of Pay:** $12

**Notes:**

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**Updated:** 06/14/06  08/01/08  07/01/09 __ __________ __________ __________ 20
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Academic Associate

Department: Emergency Medicine
Supervisor’s Name: Richard Sinert, D.O.
E-Mail Address: Richard.Sinert@downstate.edu

College: Medicine {X} Nursing { } Undergraduate { } Graduate CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt. { } Midwifery { } OT { } PT { } PA Graduate Studies { }

Location: KCHC Phone Ext.: 245-2973 Box #: 1228

Period of Employment: Continuous throughout the school year including summers.
Job Description: Patient recruitment into research projects, including consent, data entry and the possibility of manuscript publication.
A resume { } is {X} is not required.
Number of Students Needed: As many as possible Number of Hours Per Week: 8
Days and Times Needed: Very flexible

Office of Financial Aid Use Only

Approved by: SLM Date: 05/09/07 Rate of Pay: $12

Notes: ____________________________________________________________

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Updated: 08/01/08, 07/01/09 ________ ________ ________ ________ 21
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Administrative Assistant/ AV Coordinator

Department: MPH Program- Department of Preventive Medicine

Supervisor’s Name: Leslie Schechter

E-Mail Address: leslie.schechter@downstate.edu

College: Medicine {X}

Nursing {X} Undergraduate {X} Graduate

CHRP {X} Diagnostic Med. Imaging { } Health Info. Mgmt.

 { } Midwifery { } OT { } PT { } PA

Graduate Studies { }

Location: SUH B4-31 CA Phone Ext.: 1766 Box #: 43

Period of Employment: From: 08/01/08 To: Indefinitely

Job Description: Staffing the Main office of the department of Preventive Medicine. Job duties include: word processing documents, answering phones, greeting visitors, coordinating and setting up AV equipment for professors.

A resume {X} is { } is not required.

Number of Students Needed: 2 Number of Hours Per Week: 20

Days and Times Needed: Preferably M-F 9am-1pm / 1pm-5pm

Office of Financial Aid Use Only

Approved by: SLM Date: 3/23/04 Rate of Pay: $11

Notes: 

Updated: 06/14/06 08/01/08 07/01/09 __________ __________ __________ 24
**College Work-Study - Employment Request Form**

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Assistant

**Department:** Anatomy and Cell Biology

**Supervisor’s Name:** Dr. Frank Scalia

**E-Mail Address:** Fscalii@downstate.edu

**College:** Medicine {X}

Nursing { } Undergraduate { } Graduate

CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.

{ } Midwifery { } OT { } PT { } PA

Graduate Studies { }

**Location:** BSB 2-17

**Phone Ext.:** 1018

**Box #:** 5

**Period of Employment:**

**From:** 7/1/2009

**To:** 8/13/2009

**Job Description:** Assist in Neuroscience

A resume { } is {X} is not required.

**Number of Students Needed:** 1

**Number of Hours Per Week:** 37 ½

**Days and Times Needed:** Mon-Fri 9-5

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**Office of Financial Aid Use Only**

Approved by: SLM 

**Date:** 6/21/04

**Rate of Pay:** $12

**Notes:**

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**Updated:** 08/01/08, 07/01/09 _______ _______ _______ _______ 26
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Clerical Office Assistant

**Department:** College of Health Related Professions (CHRP)/ Dean’s Office

**Supervisor’s Name:** Dawn Morton-Rias

**E-Mail Address:** dawn.morton-rias@downstate.edu

**College:** Medicine { }

Nursing { } Undergraduate { } Graduate

CHRP (deans Office) {X} Diagnostic Med. Imaging { } Health Info. Mgmt.

{ } Midwifery { } OT { } PT { } PA

Graduate Studies { }

**Location:** HSEB 7th Floor, room 716  
**Phone Ext.:** 7709  
**Box #:** 94

**Period of Employment:**  
**From:** ASAP  
**To:** June 30, 2009

**Job Description:** Data Entry, Telephone coverage as needed, Xeroxing, filing, shredding, Enter alumni information on computer, and various office help.

**A resume { } is {X} is not required.**

**Number of Students Needed:** 1  
**Number of Hours Per Week:** 12-15

**Days and Times Needed:** Mon-Thurs. Bet. 9-5

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**Office of Financial Aid Use Only**

**Approved by:**  
**SLM**  
**Date:** 6/15/04  
**Rate of Pay:** $10

**Notes:**

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**Updated:** 08/01/08   _______   _______   _______   _______   _______   30
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Library Assistant

Department: Library

Supervisor’s Name: Angela Melton  E-Mail Address: angela.melton@dowstate.edu

College: Medicine {X} Nursing {X} Undergraduate { } Graduate

CHRP {X} Diagnostic Med. Imaging { } Health Info. Mgmt.

{ } Midwifery { } OT {X} PT {X} PA

Graduate Studies { }

Location: Learning Resource Center  Phone Ext.: 7423  Box #:14

Period of Employment:  
From: Fall 2009  To: Ongoing

Job Description: Monitoring the use of LRC rooms and enforcing policies on food and beverages. Demonstrating equipment operation, including the LRC’s microcomputers; this includes turning machines on/off, loading and rewinding audio/video tapes, checking cables, and changing printer toner. Charge and discharging media programs and manuals from LRC’s desk. Helping with media stack maintenance, i.e., shelving audiovisual program; returning journals, books and reference materials to the main circulation desk. Completing routine assignments as needed (Cleaning and dusting computers in the LRC area, posting signs, straighten chairs, etc.) Opening and closing all rooms in the LRC according to procedure, and assisting patrons with computer problems.

A resume { } is {X} is not required.

Number of Students Needed: 5  Number of Hours Per Week: Varies

Days and Times Needed: Mon, Tues, Thurs Evenings 5-11pm  Friday 5-9pm

Office of Financial Aid Use Only

Approved by: SLM  Date: 8/4/04  Rate of Pay: $11

Notes: __________________________________________________________

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Updated: 06/14/06  08/01/08  07/01/09  _______  _______  _______  _______  33
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** File Clerk

**Department:** PHACS

**Supervisor’s Name:** Anna O’Neal

**E-Mail Address:** anna.oneal@downstate.edu

**College:** Medicine {X}

Nursing { } Undergraduate { } Graduate

CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.

{ } Midwifery { } OT { } PT { } PA

Graduate Studies { }

**Location:** BSB 4-114

**Phone Ext.:** 1690

**Box #:** 122

**Period of Employment:**

**From:** Present

**To:** On-Going

**Job Description:** Assist Data Manager and Clinicians with filing and miscellaneous office tasks.

A resume { } is {X} is not required.

**Number of Students Needed:** 1

**Number of Hours Per Week:** 5

**Days and Times Needed:** To be discussed

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**Office of Financial Aid Use Only**

Approved by: S.L.M

**Date:** 9/30/03

**Rate of Pay:** $10

**Notes:**

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**Updated:** 06/14/06 08/01/08 07/01/09 ___  ________  ________  ________  39
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title: Desk Clerk / Student Assistant**

**Department:** Student Center

**Supervisor’s Name:** Regina Finan

**E-Mail Address:** regina.finan@downstate.edu

**College:**
- Medicine
- Nursing
- CHRP
- Graduate Studies

**Location:** 394 Lenox Road

**Phone Ext.:** 2487

**Box #:** 114

**Period of Employment:**
- From: Present
- To: Ongoing

**Job Description:** Answering telephones and taking messages, reporting emergency situations to the RA on duty. Serving as a liaison to students at recreation desk, helping students complete request forms for services in residence halls, maintaining the key and equipment logs, mail distribution, copying, filing and deliveries to on campus locations within and around residence halls, escorting contractors or maintenance personnel throughout the building as required, collecting money and issuing receipts for payments made at reception.

A resume { } is { } is not required.

**Number of Students Needed:** 1

**Number of Hours Per Week:** 5 - 15

**Days and Times Needed:** Varies

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**Office of Financial Aid Use Only**

Approved by: SLM  
Date: 12/11/04  
Rate of Pay: $10

**Notes:**

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**Updated:** 06/14/06  10/09/07  09/18/08  07/01/09  __________  __________  41
Job Title: Weight Room Attendant

Department: Student Center

Supervisor’s Name: Regina Finan

E-Mail Address: regina.finan@downstate.edu

College: Medicine { } Nursing { } Undergraduate { } Graduate CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt. { } Midwifery { } OT { } PT { } PA

Graduate Studies { }

Location: 394 Lenox Road

Phone Ext.: 2487

Box #: 114

Period of Employment: From: Present To: Ongoing

Job Description: The weight room attendant is responsible for overseeing the weight room areas in the Student Center as well as, orients patrons on the various weight machines and equipment in those areas. The attendant doesn’t have to be an expert in weightlifting, but does need to take an interest in and learn how the various machines work. Duties: 1. insures the safety of patrons (assist patrons when assistance is needed and encourage patron to work out with a partner). 2. While on duty, the attendant should not be exercising or working out. 3. Enforces weight room rules. 4. Ability to appear on time for work and notify the appropriate individual if unable to work.

A resume {X} is { } is not required.

Number of Students Needed: 2

Number of Hours Per Week: 25/each student

Days and Times Needed: Mon. – Fri. 1:30 pm – 6:30 pm & 6:30pm - 11:30pm (primary need)

Office of Financial Aid Use Only

Approved by: SLM Date: 09/14/05 Rate of Pay: $12

Notes: ________________________________

Updated: 06/21/06 10/09/07 09/18/08 07/30/09 _________ _________ 42
SUNY Downstate Medical Center- Office of Financial Aid
450 Clarkson Avenue, Room 1-114, Brooklyn, NY  11203-2098.  718-270-2488

College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Pool Assistant

**Department:** Student Center

**Supervisor’s Name:** Regina Finan

**E-Mail Address:** regina.finan@downstate.edu,

**College:** Medicine { }

Nursing { } Undergraduate { } Graduate

CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.

{ } Midwifery { } OT { } PT { } PA

Graduate Studies { }

**Location:** 394 Lenox Road

**Phone Ext.:** 2487

**Box #:** 114

**Period of Employment:**

**From:** Present

**To:** Ongoing

**Job Description:** Opens and closes pool. Responsibilities will also include enforcing pool rules & regulations. Keeps pool area neat and orderly. Pool Assistant will be responsible for reporting maintenance, housekeeping and other issues to management. Pool Assistant remains poolside during summer months to ensure safety. Other duties may be assigned.

A resume {X} is { } is not required.

**Number of Students Needed:** 1

**Number of Hours Per Week:** 10+

**Days and Times Needed:** Monday - Friday: 7 – 9, 11 – 2, 4 – 7, 8 – 10, Sat. 10 – 2, 2:30 – 5, Sunday: 4 – 7, 8 – 10.

<table>
<thead>
<tr>
<th>Office of Financial Aid Use Only</th>
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</thead>
<tbody>
<tr>
<td><strong>Approved by:</strong> SLM</td>
</tr>
<tr>
<td><strong>Date:</strong> 12/11/04</td>
</tr>
<tr>
<td><strong>Rate of Pay:</strong> $13</td>
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</tbody>
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**Notes:**

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**Updated:** 10/09/07  09/18/08  07/30/09  __________  __________  _______  43
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Tutor

Department: Academic Development
Supervisor’s Name: Sol Megzamen
E-Mail Address: sol.megzamen@downstate.edu

College: Medicine {X}
Nursing { } Undergraduate { } Graduate
CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.
{ } Midwifery { } OT { } PT { } PA
Graduate Studies { }

Location: HSEB 620  Phone Ext.: 7536  Box #: 1190

Period of Employment: From: Present  To: Ongoing

Job Description: Leading review sessions for MS 1 students.

A resume { } is {X} is not required.

Number of Students Needed: 40 - 45  Number of Hours Per Week: Varies

Days and Times Needed: Varies

Office of Financial Aid Use Only

Approved by: SLM  Date: 9/12/00  Rate of Pay: $12

Notes: ________________________________________________________________
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Updated: 06/21/06  10/11/07  08/01/08  07/01/09  ____  ____  ____  ____  44
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Project Assistant  
**Department:** Institutional Advancement and Philanthropy  
**Supervisor’s Name:** Ingrid Dildy  
**E-Mail Address:** Ingrid.dildy@downstate.edu  
**Location:** BSB 2nd Floor Room 71D  
**Phone Ext:** 6375  
**Box #:** 93  
**Period of Employment:** From: September 2009 To: May 2010  
**Degree Requirement:** Bachelor of Arts or Bachelor of Sciences  
**Job Description:** Tasks include support Downstate’s fundraising: 1) taking calls from donors, Department Chairs and Coordinators, 2) copying and filing donor documents, and policies 3) assisting with photo shoot scheduling for graduating residents and fellows 4) assisting with the mailing of invitations for events and fund raising packets.  
**A resume { } is { } is not required.**  
**Number of Students Needed:** 2  
**Number of Hours Per Week:** 4-6  
**Days and Times Needed:** Monday – Thursday (flexible)  
**Contact Information:** same as above

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**Office of Financial Aid Use Only**  
**Approved by:** SLM  
**Date:** 07/21/05  
**Rate of Pay:** $11  
**Notes:**  

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**Updated:** 01/13/05 06/21/06 10/11/07 08/01/08 07/01/09 09/23/09 _________ 45
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Administrative Assistant

**Department:** Alumni Association

**Supervisor’s Name:** Jill Ditchik

**E-Mail Address:** alumni@downstate.edu

**College:**
- Medicine {X}
- Nursing { } Undergraduate {X} Graduate
- CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.
- {X} Midwifery {X} OT {X} PT {X} PA
- Graduate Studies {X}

**Location:** BSB 1-6

**Phone Ext:** 2075  
**Box #:** 1204

**Period of Employment:**
- From: July 1, 2009  
- To: August 31, 2009

**Job Description:** Assist with Alumni office mailings, general correspondence, typing and filing.

A resume { } is {X} is not required.

**Number of Students Needed:** 1  
**Number of Hours Per Week:** 5 - 10

**Days and Times Needed:** Monday – Friday 9am-5pm

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**Office of Financial Aid Use Only**

**Approved by:** SLM  
**Date:** 05/10/07  
**Rate of Pay:** $10

**Notes:** ____________________________________________________________

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**Updated:** 10/11/07 08/01/08 07/01/09 ______  ________  ________  _______46
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Lab Assistant

**Department:** Pathology

**Supervisor’s Name:** Virginia Anderson

**E-Mail Address:** Virginia.anderson@downstate.edu

**College:**

- Medicine {X}
- Nursing { } Undergraduate { } Graduate
- CHRP {X} Diagnostic Med. Imaging { } Health Info. Mgmt.
  - Midwifery { } OT { } PT { } PA
- Graduate Studies { }

**Location:** Kings County Hospital

**Phone Ext.:** 1294  
**Box #:** 25

**Period of Employment:**

- **From:** July 1, 2009
- **To:** June 30, 2010

**Job Description:** Scanning archival autopsy images and reports. Good educational experience and work environment.

A resume { } is { } is not required.

**Number of Students Needed:** 1 (preferably a 2nd year Med student)

**Number of Hours Per Week:** up to 20 hour per week (determined by supervisor)

**Days and Times Needed:** Flexible

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**Office of Financial Aid Use Only**

**Approved by:** SLM  
**Date:** 04/03/06  
**Rate of Pay:** $10

**Notes:** ____________________________________________________________

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**Updated:** 07/02/08 08/01/08 07/01/09 _____ _____ _____ _____ 50
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Student Assistant

Department: Dean’s Office / Essentials of Clinical Medicine

Supervisor’s Name: Joyce Molinari/ Sheldon Landesman MD

E-Mail Address: joyce.molinari@downstate.edu

Location: BSB 1-83/1-84/1-86 Phone Ext.: 4793 Box #: 1245

Period of Employment: From: ASAP To: Mid – End of August

Job Description: General clerical duties, data entry, filing etc...

“CANNOT BE A MEDICAL STUDENT”

A resume { } is {X} is not required.

Number of Students Needed: 1 Number of Hours Per Week: 15-20

Days and Times Needed: Flexible – Days and times

Contact Information: Kara-Ann Bynoe x4793 or Joyce Molinari x2246

Office of Financial Aid Use Only

Approved by: SLM Date: 04/21/06 Rate of Pay: $11

Notes:_________________________________________________________

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Updated: 06/20/06 06/18/08 07/01/09 _________ _________ __________ 52
SUNY Downstate Medical Center- Office of Financial Aid  
450 Clarkson Avenue, Room 1-114, Brooklyn, NY 11203-2098. 718-270-2488

College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Research/Data Assistant

Department: Surgery

Supervisor’s Name: Patricia O’Neill MD

E-Mail Address: paoneill@pol.net

College: Medicine {X}

Nursing { } Undergraduate { } Graduate

CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.

{ } Midwifery { } OT { } PT { } PA

Graduate Studies { }

Location: Kings County Hospital, 3rd Floor  Phone Ext.: 245-4686  Box #: 40

Period of Employment: From: July 1, 2009 To: June 30, 2010

Job Description: Assist with trauma registry data, clinical research studies, data entry, statistics and chart review.

A resume { } is {X} is not required.

Number of Students Needed: 1  Number of Hours Per Week: 8

Days and Times Needed: Variable, approximately 3-5 days per week Monday – Friday. Occasional weekend hours may be required. Hours can be flexible and I will be willing to adjust hours based on student’s study needs.

Office of Financial Aid Use Only

Approved by: SLM  Date: 06/20/05  Rate of Pay: $12

Notes: _________________________________________________________________

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Updated: 06/23/06  10/11/07  08/01/08  07/01/09  ________  ________  ________53

HOME/FINAIL/CWSTUDY/03-04/EMPLYREQ
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Computer Support Assistant

**Department:** Residential Life and Services

**Supervisor’s Name:** Harry Nadeau, Director of Residential Life & Services

**E-Mail Address:** residentiallife@downstate.edu

**College:**
- Medicine
- Nursing
- CHRP
- Graduate Studies

**College:**
- Undergraduate
- Graduate
- Diagnostic Med. Imaging
- Health Info. Mgmt.
- Midwifery
- OT
- PT
- PA

**Location:** 811 New York Ave

**Phone Ext.:** 1466

**Box #:** 115

**Period of Employment:**
- From: Present
- To: Ongoing

**Job Description:** Diagnose technical issues install antivirus software, update software patches, help students set up and configure their computers for network connections in their rooms.

*A resume { } is {X} is not required.

**Number of Students Needed:** 6

**Number of Hours Per Week:** approximately. 10

**Days and Times Needed:** 7 days/flexible hours. All schedules considered. Students will be on call.

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**Office of Financial Aid Use Only**

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<th>SLM</th>
<th>Date:</th>
<th>07/19/05</th>
<th>Rate of Pay:</th>
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**Notes:**

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**Updated:** 06/21/06 10/09/07 0918/08 07/01/09 54
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Assistant

**Department:** Pathology

**Supervisor’s Name:** Dr. Maja Nowakowski

**E-Mail Address:** maja.nowakowski@downstate.edu

**College:** Medicine {X}

**Location:** BSB 4-109

**Phone Ext.:** 2749

**Box #:** 25

**Period of Employment:**

From: July 1, 2009  
To: June 30, 2010

**Job Description:** Participation in lab research projects, collaborative clinical research projects and some general lab and office duties.

A resume { } is {X} is not required.

**Number of Students Needed:** 2  
**Number of Hours Per Week:** up to 20

**Days and Times Needed:** Flexible,

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</table>
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Skills Lab Assistant

**Department:** College of Nursing

**Supervisor’s Name:** Prof. Margaret Clifton

**E-Mail Address:** mclifton@downstate.edu

**Location:** HSEB – 8th floor  
**Phone Ext.:** 7623  
**Box #:** 22

**Period of Employment:**  
**From:** July 1, 2009  
**To:** June 30, 2010

**Job Description:** Responsible for the upkeep of the skills lab. Make beds and replace linens. Work closely with lab coordinator to maintain the smooth operation of the lab.

**A resume {} is {X} is not required.**

**Number of Students Needed:** 1  
**Number of Hours Per Week:** 8 hours

**Days and Times Needed:** Flexible, based on student’s academic schedule.

**Contact Information:** see above

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**Notes:**

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**Updated:** 08/04/06 10/11/07 08/01/08 07/16/09 _________ _________ 61
Job Title: Mayor’s Office Summer Health Literacy Fellow

Department: Family Practice

Supervisor’s Name: Fatima Shama & Pamela Sass

E-Mail Address: Pamela.sass@downstate.edu (In house contact)

Family Practice/CHOP Program (718) 270-2442

College: Medicine {X} 
Nursing { } Undergraduate { } Graduate 
CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt. 
{ } Midwifery {X} OT {X} PT {X} PA 

Graduate Studies { }

Location: Mayor’s Office City of NY Phone Ext.: (212) 676-0352 Box #: 94

Period of Employment: From: July 6, 2009 To: August 18, 2009

Job Description: Work on a community based health literacy project

A resume {X} is { } is not required.

Number of Students Needed: Number of Hours Per Week: 35 hours/week

Days and Times Needed: Monday – Friday 9am – 5pm

Office of Financial Aid Use Only

Approved by: S.L.M Date: 07/11/06 Rate of Pay: $12

Notes: ________________________________________________________________

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Updated: 08/01/08 07/01/09 ___ _______ _________ _______ _____ 64
**College Work-Study - Employment Request Form**

**PLEASE NOTE:** Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Child Life Intern

**Department:** Pediatrics/Child Life

**Supervisor’s Name:** Lisa S. Smith

**E-Mail Address:** lisa.smith@downstate.edu

**College:**
- Medicine
- Nursing
- CHRP
- Graduate Studies

**Location:** A4 – 448

**Period of Employment:**
- From: ASAP
- To: Indefinite

**Job Description:** Providing therapeutic play to chronically ill, hospitalized children.

A resume is not required.

**Number of Students Needed:** 8

**Number of Hours Per Week:** 12

**Days and Times Needed:** Saturday & Sunday 10 am – 4 pm

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**Office of Financial Aid Use Only**

Approved by: SLM  
Date: 07/11/06  
Rate of Pay: $12

Notes: ________________________________________________

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Updated: 10/16/07 08/01/08 07/01/09  
65
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Research Assistant

Department: Anatomy & Cell Biology

Supervisor’s Name: Mahmood Hussain

E-Mail Address: mahmood.hussain@downstate.edu

College: Medicine {X}

Undergraduate { } Graduate

CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.

{ } Midwifery {X} OT { } PT { } PA

Graduate Studies {X}

Location: BSB 2-90

Phone Ext.: 4790

Box #: 5

Period of Employment: From: Fall 2009 To: Indefinite

Job Description: Lipid and GI research with molecular biology and cell culture techniques.

A resume { } is {X} is not required.

Number of Students Needed: Any

Number of Hours Per Week: 20

Days and Times needed: Any

Office of Financial Aid Use Only

Approved by: SLM Date: 08/02/06 Rate of Pay: $12

Notes: ________________________________________________________________

______________________________________________________________________

Updated: 08/01/08 07/01/09 _______ _______ _______ _______ 66
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** CME Coordinator

**Department:** Continuing Medical Education

**Supervisor’s Name:** Edeline Mitton

**E-Mail Address:** emitton@downstate.edu

**College:**
- Medicine {X}
- Nursing { } Undergraduate { } Graduate
- CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.
  - { } Midwifery { } OT { } PT { } PA
- Graduate Studies { }

**Location:** BSB 2-130A  
**Phone Ext.:** 2422  
**Box #:** 1244

**Period of Employment:**
- **From:** July 01, 2009  
- **To:** June 30, 2010

**Job Description:** Maintain files and records of CME activities, monitor activities for compliance with accreditation standards. Assist staff with live CME event. Detail oriented person needed and computer skills are a must. Knowledge of statistics preferred or MPH student.

A resume { } is {X} is not required.

**Number of Students Needed:** 1  
**Number of Hours Per Week:** 20-25 hours

**Days and Times Needed:** Flexible

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**Office of Financial Aid Use Only**

**Approved by:** SLM  
**Date:** 08/22/06  
**Rate of Pay:** $11

**Notes:**

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**Updated:** 10/11/07  08/01/08  07/01/09  __________  __________  ______  67
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Community Outreach Assistant

**Department:** Preventive Medicine and Community Health

**Supervisor’s Name:** Karen Benker

**E-Mail Address:** kbenker@downstate.edu

**College:**
- Medicine {X}
- Nursing { } Undergraduate {X} Graduate
- CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.
  - { } Midwifery {X} OT {X} PT {X} PA
- Graduate Studies { }

**Location:** B4 – 322

**Phone Ext.:** 6194  
**Box #:** 43

**Period of Employment:**
- From: September 2008
- To: Continuous

**Job Description:** Assist with free nicotine patch distribution program, including enrollment of participants. Computer data entry, make follow-up phone calls, generate reports and other related activities.

A resume {X} is { } is not required.

**Number of Students Needed:** 1
**Number of Hours Per Week:** 6

**Days and Times Needed:** Wed. 1 – 4 pm and one weekday evening (flexible) 6 – 8 pm.

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**Office of Financial Aid Use Only**

**Approved by:** SLM  
**Date:** 08/15/06  
**Rate of Pay:** $10

**Notes:**

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**Updated:** 08/01/08 07/01/09 _______ _________ _________ _____ 68
SUNY Downstate Medical Center- Office of Financial Aid
450 Clarkson Avenue, Room 1-114, Brooklyn, NY  11203-2098.  718-270-2488

College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Research Assistant

Department: Arthur Ashe Institute for Urban Health

Supervisor’s Name: Tonya Samuel

E-Mail Address: tonya.samuel@downstate.edu

College: Medicine

Nursing Undergraduate Graduate

CHRP Diagnostic Med. Imaging Health Info. Mgmt.

Midwifery OT PT PA

Graduate Studies

Location: 180-G Phone Ext.: 3101 Box #: 1232

Period of Employment: From: July 1, 2009 To: June 30, 2010

Job Description: Assist in community outreach, data collection, and distribution of materials to community partners. Create testing questionnaires, conduct literature reviews and date entry.

A resume {X} is { } is not required.

Number of Students Needed: 1 (Masters student preferred)

Number of Hours Per Week: 20

Days and Times Needed: Monday, Wednesday, Friday any time

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Office of Financial Aid Use Only

Approved by: SLM Date: 08/22/06 Rate of Pay: $11

Notes: ____________________________________________________________

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Updated: 10/11/07 08/01/08 07/01/09 ________ ________ _____ 69
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Computer Room Assistant

Department: Scientific Computing Center

Supervisor’s Name: Patricia Brown, Dr Matthew Avitable

E-Mail Address: patricka.brown@downstate.edu

College: Medicine { }
Nursing { } Undergraduate { } Graduate
CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.
{ } Midwifery { } OT { } PT { } PA
Graduate Studies { }

Location: EB 51 HSEB
Phone Ext.: 7424
Box #: 7


Job Description: Provide assistance to faculty/residents/graduates and MPH students/staff using computer facilities in Faculty Resource Room, light maintenance of the computers and other job related duties.

A resume { } is {X} is not required.

Number of Students Needed: 1 Number of Hours Per Week: 20 - 35

Days and Times Needed: Flexible

Office of Financial Aid Use Only

Approved by: S.L.M Date: 01/10/07 Rate of Pay: $10

Notes: ______________________________________________________________

Updated: 10/11/07 09/18/08 07/01/09 ________ ________ ________ 75
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Assistant

**Department:** Orthopedic Surgery & Rehabilitation Medicine

**Supervisor’s Name:** Subrata Saha, PhD

**E-Mail Address:** subrata.saha@downstate.edu

**College:**
- Medicine {X}
- Nursing { } Undergraduate { } Graduate
- CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.
  - { } Midwifery { } OT { } PT { } PA
- Graduate Studies { }

**Location:** B7-321

**Phone Ext.:** 8652

**Box #:** 30

**Period of Employment:**
- From: July 1, 2009
- To: June 30, 2010

**Job Description:** Library research: writing articles on healthcare delivery, bioethics and other topics; arranging files, books ad references; preparation of testing and laboratory specimens.

A resume {X} is { } is not required.

**Number of Students Needed:** 4

**Number of Hours Per Week:** 5 - 20

**Days and Times Needed:** Per student’s availability

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**Office of Financial Aid Use Only**

Approved by: SLM  Date: 01/12/07  Rate of Pay: $12

**Notes:**

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__Updated:_ 08/07/08 07/01/09 _____ _______ _______ _______ _______ 76
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Assistant

**Department:** CHRP

**Supervisor’s Name:** Joyce Sabari  
**E-Mail Address:** joyce.sabari@downstate.edu

**College:** Medicine  
**Nursing**  
**CHRP**  
**Graduate Studies**

**Location:** ED Building E-726  
**Phone Ext.:** 7721/7730  
**Box #:** 81

**Period of Employment:**  
**From:** Throughout the year  
**To:** Throughout the year

**Job Description:** Assist faculty with literature review, data collection and data analysis for research and program evaluation. Assist faculty with preparations for continuing education programs.

A resume { } is {X} is not required.

**Number of Students Needed:**  
**Number of Hours Per Week:** 8–10

**Days and Times Needed:** Weekdays between 9-5; also many tasks can be complete independently during other hours.

Office of Financial Aid Use Only

**Approved by:** SLM  
**Date:** 01/24/07  
**Pay:** $12

**Notes:** ________________________________________________________________

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**Updated:** 10/11/07 06/18/08 08/01/08 07/01/09_________ ________ ____77
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Peer Tutor

Department: CHRP

Supervisor’s Name: Joyce Sabari  E-Mail Address: joyce.sabari@downstate.edu

College: Medicine  { }  Nursing  { } Undergraduate  { } Graduate  CHRP  { } Diagnostic Med. Imaging  { } Health Info. Mgmt.  { } Midwifery  {X} OT  { } PT  { } PA  Graduate Studies  { }

Location: ED Building E - 726  Phone Ext.: 7721/7730  Box #: 81

Period of Employment: Continuous throughout the school year.

Job Description: To provide tutoring to other students in the Occupational Therapy Program courses. Peer tutors may work only on selection by the Program Chair. Peer tutors must show high academic performance and particularly strong grasp of the material to be covered during tutoring.

A resume { } is {X} is not required.

Number of Students Needed: Number of Hours Per Week: 8 - 10

Days and Times Needed: Weekdays between 9 – 5; also many tasks can be completed independently during other hours.

Office of Financial Aid Use Only

Approved by: S.L.M  Date: 05/09/07  Rate of Pay: $12

Notes: ___________________________________________________________________

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Updated: 08/01/08 07/01/09  _______  _______  _______  _______  78
Please note: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Assistant – Mercury Study

**Department:** Preventive Medicine

**Supervisor’s Name:** Dr. Laura Greer

**E-Mail Address:** laura.greer@downstate.edu

**College:**
- Medicine - [X]
- Nursing - [X] Undergraduate - [X] Graduate
  - [X] Midwifery - [X] OT - [X] PT - [X] PA
- Graduate Studies - [X]

**Location:** 5 - 95 BS  
**Phone Ext.:** 270-5267  
**Box #:** 43

**Period of Employment:**
- **From:** July 1, 2009
- **To:** June 30, 2010

**Job Description:** Recruit participants from OB/GYN, administer questionnaire, collect urine samples, process samples and prepare study materials.

**A resume [X] is {   } is not required.**

**Number of Students Needed:** 1 - 2  
**Number of Hours Per Week:** 5 - 20

**Days and Times Needed:** Monday – Friday, 8:30am – 1pm

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**Office of Financial Aid Use Only**

**Approved by:**  
**Date:** 01/15/08  
**Rate of Pay:** $12

**Notes:**

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**Updated:** 08/01/08  07/01/09  _______  _______  _______  _______  _______  _______  91
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Office Assistant

**Department:** Patient Education

**Supervisor’s Name:** Betty Jung

**E-Mail Address:** betty.jung@downstate.edu

**College:** Medicine { } Nursing { } Undergraduate { } Graduate CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt. { } Midwifery { } OT { } PT { } PA Graduate Studies { } 

**Location:** 440 Lenox Rd Apt 2F  
**Phone Ext.:** (718) 270-3739  
**Box #:** 1255

**Period of Employment:**  
**From:** July 1, 2009  
**To:** June 30, 2010

**Job Description:** Monthly mailings (stamp, labeling, placing flyers in envelopes and sealing them), help organize educational library, data collection and input, type up reports, phone calls, Xeroxing, making packages.

A resume { } is {X} is not required.

**Number of Students Needed:** 2  
**Number of Hours Per Week:** 4 hours per week, per student

**Days and Times Needed:** Flexible – weekdays

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**Updated:** 08/01/08 07/01/09 ___ _______ _________ _______ ___ 94
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Reach Out and Read Program Assistant

Department: Pediatrics

Supervisor’s Name: Galia Austin-Leon

E-Mail Address: galia.austin-leon@downstat.edu

College: Medicine {X} Nursing { } Undergraduate { } Graduate

CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.

{ } Midwifery { } OT { } PT { } PA

Graduate Studies { }

Location: Phone Ext.: (718) 613-8657  Pager: (917) 218-7543  Box #: 49

Period of Employment: From: year around To:

Job Description: Primary responsibility is to assist the Medical Director of the program.

1. Order books online 2. Stock books in Suite D & the practice suite on the 4th floor
3. Accounting for book distribution 4. Assisting with progress reports for ROR program
5. Assisting with the Foster Grandparent program.

A resume { } is {X} is not required.

Number of Students Needed: 1 Number of Hours Per Week: 2 – 3 hours

Days and Times Needed: Mondays, Wednesdays or Fridays

Office of Financial Aid Use Only

Approved by: SLM Date: 02/08/08 Rate of Pay: $11

Notes: ____________________________________________________________

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Updated: 07/01/09 _______ _______ _______ _______ 97
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Assistant

**Department:** Medicine (Endocrinology)

**Supervisor’s Name:** Nathaniel Winer, MD

**E-Mail Address:** nathaniel.winer@downstate.edu

**College:**

- Medicine {X}
- Nursing { } Undergraduate { } Graduate
- CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.
  - { } Midwifery { } OT { } PT { } PA
- Graduate Studies { }

**Location:** B5 - 469

**Phone Ext.:** 270-6320

**Box #:** 1205

**Period of Employment:**

- **From:** July 1, 2009
- **To:** June 30, 2010

**Job Description:** Assist in measurements of endothelial functions, vascular compliance, exhaled nitric oxide, and related biochemical parameters in patients with diabetes and hypertension.

A resume {X} is { } is not required.

**Number of Students needed:** 1

**Number of Hours Per Week:** 12 hours

**Days and Times needed:** Monday, Wednesday and Thursday 8:30am – 12:30pm

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**Updated:** 08/01/08 07/01/09  98
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Clinic Assistant for Child Psychologist - pediatric outpatient mental health clinic

Department: Psychiatry and Pediatrics

Supervisor’s Name: Susan Bewley, Ph.D. and Joan Hittelman, Ph. D.

E-Mail Address: susan.bewley@downstate.edu

College: Medicine { } Nursing { } Undergraduate { } Graduate

CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.

{ } Midwifery { } OT { } PT { } PA

Graduate Studies { }

Location: UHB Room B3 – 306A

Phone Ext.: x3354

Box #: 1203

Period of Employment: From: May 2008 To: Ongoing

Job Description: Contact patients regarding appointments, enter data in computer, learn to administer and score standardized assessments of parents and children, other duties as needed.

A resume {X} is { } is not required.

Number of Students Needed: 2

Number of Hours Per Week: 10 – 20

Days and Times Needed: Flexible

Office of Financial Aid Use Only

Approved by: SLM Date: 05/23/08 Rate of Pay: $12

Notes: ____________________________________________________________

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Updated: 09/18/08 07/01/09 ________ ________ ________ ______ 99
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: NFAP Research Assistant

Department: Pediatrics / Division of Child Development

Supervisor’s Name: Harris Huberman MD / Lorraine Marino RN

e-mail address: harris.huberman@downstate.edu
lorraine.marino@downstate.edu

College: Medicine {√}
Nursing {√} Undergraduate {√} Graduate
CHRP {√} Midwifery {√} OT {√} PT {√} PA
Graduate Studies {√}

Location: B4-346 Phone ext: 270-8823 or 2272 Box: 49

Period of Employment: From: July 2008 To: June 2010

Job Description: See attached.

A resume {√} is required

Number of Students Needed: 1-2 Number of Hours Per Week: 4-16

Days and Times Needed: Flexible – to be arranged

Office of Financial Aid Use Only

Approved by: SLM Date: 07/02/08 Rate of Pay: $12

Notes:______________________________________________________________________________________
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Updated: ________ ________ ________ ________ ________ ________ 101
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: NFAP Research Assistant (Cont’d)

(See second page for job description.)

Work-Study Opportunity to gain valuable job / research experience as part of the NICU-to-Neighborhood Follow Along Project (NFAP), working with minority families to enhance development and learning in very young children at-risk because of poverty and prematurity.

Useful for those interested in psychology, occupational therapy, physical therapy, medicine and health-related services, education, science research, and social work.

Will work as part of the NFAP research team at SUNY Downstate Medical Center. Duties will include maintaining project database, preparing and organizing child development materials and parenting newsletters, mailing project materials to study families, coordinating clinic appointments and following up families by telephone.

Bilingual in Spanish / English a plus.

Includes opportunity to shadow team members in Neurodevelopmental Clinic, participate in research write-ups and attend job-related talks and seminars.

Contact:   Lorraine Marino RN - NFAP Project Manager   (718) 270-2272
           Harris Huberman MD, MPH - NFAP Director   (718) 270-8823
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Assistant

**Department:** Family Medicine

**Supervisor’s Name:** Richard Sadovsky M.D.

**E-Mail Address:** Richard.sadovsky@downstate.edu

**College:**
- Medicine {X}
- Nursing {X} Undergraduate { } Graduate
- CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.
  - { } Midwifery { } OT { } PT { } PA
- Graduate Studies { }

**Location:** 1 - 115

**Phone Ext.:** (718) 270-2441

**Box #:** 67

**Period of Employment:**
- From: July 7, 2009
- To: June 30, 2010

**Job Description:** Person will work with researchers to collate and computerize data on spreadsheet. Opportunity to participate in final data analysis and learn statistical analysis skills.

A resume { } is {X} is not required.

**Number of Students Needed:** 1 - 2

**Number of Hours Per Week:** 20 – 30 hrs (10-20 during school)

**Days and Times Needed:** Flexible – Monday - Friday

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**Office of Financial Aid Use Only**

Approved by: SLM

**Date:** 06/30/08

**Rate of Pay:** $12

**Notes:**

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**Updated:** 08/01/08 07/01/09 104
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Assistant

**Department:** Medicine

**Supervisor’s Name:** Samy McFarlane

**E-Mail Address:** samy.mcfarlane@downstate.edu

**College:** Medicine {X}

Nursing { } Undergraduate { } Graduate

CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.

{ } Midwifery { } OT { } PT { } PA

Graduate Studies { }

**Location:** SUNY Downstate  **Phone Ext:** 3711  **Box #:** 50

**Period of Employment:**  **From:** July 01, 2009  **To:** June 30, 2010

**Job Description:** Assisting in various aspects of the research including chart preparation, typesetting, data collection and data entry.

A resume { } is {x} is not required.  Number of Students Needed: 4

Number of Hours Per Week: 10-20  Days and Times Needed: Flexible

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**Office of Financial Aid Use Only**

Approved by: SLM  Date: 3/28/03  Rate of Pay: $12

Notes: ___________________________________________________________

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Updated: 9/30/03  06/14/06  10/09/07  08/01/08  07/01/09  _______  ____ 105
SUNY Downstate Medical Center- Office of Financial Aid
450 Clarkson Avenue, Room 1-114, Brooklyn, NY  11203-2098.  718-270-2488

College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Assistant

**Department:** Radiation Oncology

**Supervisor’s Name:** Christopher Lange

**E-Mail Address:** Christopher.lange@downstate.edu

**College:** Medicine {*}

Nursing { } Undergraduate { } Graduate

CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.

{ } Midwifery { } OT { } PT { } PA

Graduate Studies { }

**Location:** BSB 2-40  
**Phone Ext.:** 1050  
**Box #:** 1212

**Period of Employment:**  
**From:** July 1, 2009  
**To:** June 30, 2010

**Job Description:** Cell Culture

A resume { } is {*} is not required.  
**Number of Students Needed:**

**Number of Hours Per Week:** 35 – 40  
**Days and Times Needed:** Mon. – Fri.

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**Office of Financial Aid Use Only**

Approved by: SLM  
**Date:** 4/16/04  
**Rate of Pay:** $11

**Notes:**

Updated: 06/14/06 10/11/07 07/01/09 106
SUNY Downstate Medical Center- Office of Financial Aid
450 Clarkson Avenue, Room 1-114, Brooklyn, NY  11203-2098.  718-270-2488

College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Laboratory Assistant - Clerical

**Department:** Neurology

**Supervisor’s Name:** Charles Abrams

**E-Mail Address:** charles.abrams@downstate.edu

**College:**
- Medicine {X}
- Nursing  {X} Undergraduate  {X} Graduate
- CHRP  {X} Diagnostic Med. Imaging {X} Health Info. Mgmt.
  - {X} Midwifery  {X} OT  {X} PT  {X} PA
- Graduate Studies  {X}

**Location:** BSB 7 - 57

**Phone Ext:** 1270

**Box #:** 1213

**Period of Employment:**
- From: Open
- To: 

**Job Description:** Assist with clerical responsibilities integral to running a research laboratory. Responsibilities will include purchasing, filing, organization of data, preparation of manuscripts and grants.

A resume { } is {X} is not required.

**Number of Students Needed:** 1

**Number of Hours Per Week:** 20

**Days and Times Needed:** Flexible

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Office of Financial Aid Use Only

**Approved by:** SLM

**Date:** 8/12/04

**Rate of Pay:** $ 11

**Notes:**

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**Updated:** 08/01/08 07/01/09

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HOME/FINAID/CWSTUDY/03-04/EMPLYREQ
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Laboratory Research Assistant

**Department:** Neurology

**Supervisor’s Name:** Charles Abrams

**E-Mail Address:** charles.abrams@downstate.edu

**College:**
- Medicine {X}
- Nursing { } Undergraduate { } Graduate
- CHRP { } Diagnostic Med. Imaging { } Health Info. Mgmt.
  - { } Midwifery { } OT { } PT { } PA
- Graduate Studies {X}

**Location:** BSB 7 – 57

**Phone Ext.:** 1270

**Box #:** 1213

**Period of Employment:**
- From: Open
- To: 

**Job Description:** Work with basic science research team studying the role of cellular communication on neurological disease. Task may include routine lab maintenance or participation in bench research, depending on interests/skills.

A resume { } is {X} is not required.

**Number of Students Needed:** 2

**Number of Hours Per Week:** 5 - 20

**Days and Times Needed:** Flexible

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**Office of Financial Aid Use Only**

Approved by: SLM  
**Date:** 6/21/04  
**Rate of Pay:** $12

**Notes:**

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**Updated:** 08/01/08 07/01/09 ___ _______ _________ _________ ___ 110
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Office Assistant

Department: Information Technology/Customer Support Group

Supervisor’s Name: Dilip Nath  E-Mail Address: dilip.nath@downstate.edu

College: Medicine {X}

Nursing { } Undergraduate { } Graduate

CHRP { } Diagnostic Med. Imaging {X} Health Info. Mgmt.

{ } Midwifery { } OT { } PT { } PA

Graduate Studies { }

Location: I-26  Phone Ext.: 4909  Box #: 17

Period of Employment: From: 09/30/08  To: 08/31/09

Job Description: Processing incoming calls to the Help Desk via telephone, e-mail, and web-based system, triage calls accordingly to technicians and ensure courteous, timely, and effective resolution of end user issue. Log tickets in to track IT DB. Follow up user calls; provide feedback to the support center manager.

A resume {X} is { } is not required.

Number of Students Needed: 4  Number of Hours Per Week: 20 hours

Days and Times Needed: 8 am – 6pm Mondays - Friday

Office of Financial Aid Use Only

Approved by: SLM  Date: 09/25/08  Rate of Pay: $10

Notes: ____________________________________________________________

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Updated: 07/01/09 _________ _________ _________ _________ 111
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Research Assistant

Department: Pathology
Supervisor’s Name: Juan Marcos Alarcon
E-Mail Address: juanmarcos.alarcon@downstate.edu
Location: BSB 4 – 113 Phone Ext.: 5325 Box #: 25
Period of Employment: From: Supervisor will determine To:
Degree Requirement: N/A
Job Description: Research on Synaptic Function. Electrophysiological properties of neurons in the rodent hippocampus.

A resume { } is { } is not required.
Number of Students Needed: 3 Number of Hours Per Week: Flexible
Days and Times Needed: Flexible
Contact Information: Juan Marcos Alarcon

Office of Financial Aid Use Only

Approved by: __________________ Date: __________ Rate of Pay: $12
Notes: ________________________________________________________________

Updated: 07/01/09 _______ _______ _______ _______ 112
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Research/Data Management Assistant

Department: Environmental & Occupational Health Sciences

Supervisor’s Name: Francine Benjamin

E-Mail Address: Francine.benjamin@downstate.edu

Location: B 5 - 95 Phone Ext.: 8780 Box #: 43

Period of Employment: From: Immediate To: Flexible

Degree Requirement: No

Job Description: Work with professors and researchers. Perform library searches using PUBMED etc. Data management using EXCEL and other statistical software. Clerical duties will include filing and scanning.

A resume {X} is { } is not required.

Number of Students Needed: 1 Number of Hours Per Week: 10 - 15

Days and Times Needed: flexible

Contact Information: as listed above

Office of Financial Aid Use Only

Approved by: S.L.M Date: 10/31/08 Rate of Pay: $12

Notes: 

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Updated: 07/01/09 ________ ________ ________ ________ ________ 116
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Clerical Assistant

Department: Environmental & Occupational Health Services
Supervisor’s Name: Francine Benjamin
E-Mail Address: Francine.benjamin@downstate.edu
Location: B 5 - 95
Phone Ext.: 8780
Box #: 43
Period of Employment: From: Immediate To: Flexible

Job Description: File maintenance, scanning, assistant to professors.

A resume {X} is { } is not required.
Number of Students Needed: 1
Number of Hours Per Week: 10 hours
Days and Times Needed: Flexible

Contact Information: As listed above.

Office of Financial Aid Use Only

Approved by: SLM  Date: 10/31/08  Rate of Pay: $9
Notes: ____________________________________________________________
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Updated: 07/01/09 _______ _______ _______ _______ _______ 117
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Office Assistant

**Department:** Medicine - Cardiology

**Supervisor’s Name:** Jason Lazar, MD

**E-Mail Address:** Jason.lazar@downstate.edu

**Location:** A2 – 391  
**Phone Ext.:** 5222  
**Box #:** 1199

**Period of Employment:**  
**From:** July 01, 2009  
**To:** June 30, 2010

**Degree Requirement:** N/A but strong computer skills required

**Job Description:** Digitalization – computer file management; conversion of files from analog to digital data; other manual file management.

**A resume {X} is { } is not required.**

**Number of Students Needed:** 1  
**Number of Hours Per Week:** 18

**Days and Times Needed:** Monday, Wednesday & Friday, 10am – 5pm

**Contact Information:** Diane Vanasco Tel: (718) 221-5222

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**Office of Financial Aid Use Only**

**Approved by:** SLM  
**Date:** 11/05/08  
**Rate of Pay:** $11

**Notes:**

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**Updated:** 07/01/09 ________ ________ ________ ________ ________ 118
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Instructor/Adjunct Lecturer

**Department:** Arthur Ashe Institute of Urban Health/Health Science Academy

**Supervisor’s Name:** Ms. Suman Sabastin (Program Mgr)

Dr. Halina Maslanka (Associate Dir.)

**E-Mail Address:** suman.sabastin@downstate.edu

**Location:** BSB1-80D  
**Phone Ext.:** 7711  
**Box #:** 1232

**Period of Employment:**  
**From:** September 1, 2009  
**To:** June 30, 2010

**Degree Requirement:** Masters

**Job Description:** Provide lectures on physiology and anatomy to high school students in an after-school setting. Candidate will also be required to grade and proctor exams as well as perform/assist with one dissection session. Additional hours are also available to provide individual or group tutoring for Academy students.

A resume {X} is { } is not required.

**Number of Students Needed:** 5  
**Number of Hours Per Week:** Flexible

**Days and Times Needed:** 1 – 2 days per week 4pm -6pm (class schedule) other hours flexible.

**Contact Information:** suman.sabastin@downstate.edu Tel: (718) 270-7711

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**Office of Financial Aid Use Only**

**Approved by:** James Newell  
**Date:** 01/27/09  
**Rate of Pay:** $12

**Notes:**

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**Updated:** 07/16/09  
_______  _______  _______  _______  _______  _______  121
**College Work-Study - Employment Request Form**

**PLEASE NOTE:** Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Student Assistant Gross Anatomy Lab  

**Department:** College of Health Related Professions - Deans Office  

**Supervisor’s Name:** Dr. Samuel Marquez (Anatomy Dept) & Dorothy Waleski  

**E-Mail Address:** Dorothy.waleski@downstate.edu  

**Location:** E- 732  

**Phone Ext.:** 1372  

**Box #:** 94  

**Period of Employment:** From: June 14, 2010 To: August 13, 2010  

**Job Description:** Medical students (entering second year) to work in Gross Anatomy labs with CHRP students. Position include supervision and assisting CHRP students with dissection of human cadavers. Will be responsible for working with students in lab during scheduled lab times, extra sessions for review; other assignments, given by Dr. Marques.  

A resume { } is {X} is not required.

**Number of Students Needed:** 9 – 12  

**Number of Hours Per Week:** 28 – 30 hrs/wk  

**Days and Times Needed:** Monday, Tuesday, Thursday & Friday from 9am – 1:30 pm for scheduled lab sessions. The remainder of the hours will be determined by students’ schedules. Saturday/Sunday are optional depending on schedule and availability of student assistants and CHRP students.

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**Office of Financial Aid Use Only**

**Approved by:** SLM  

**Date:** 04/03/09  

**Rate of Pay:** $12  

**Notes:**

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**Updated:** 07/01/09  

**06/01/10**  

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122  

Please see listing # 145
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Website Administrator  
**Department:** Medicine – Hematology/Oncology Division  
**Supervisor’s Name:** William Solomon M.D.  
**E-Mail Address:** wsoolomon@downstate.edu

**Location:** 5th floor  
**Phone Ext.:** x2931  
**Box #:** 20  
**Period of Employment:** From: April 2009 To: Ongoing  
**Degree Requirement:** NA  
**Job Description:** Responsible for implementing the ongoing development of the Oncology Clinical Trials Program website.  
*A resume {   } is {X} is not required.  
**Number of Students Needed:** 1  
**Number of Hours Per Week:** 2 – 4  
**Days and Times Needed:** varying between 9 am – 5 pm.  
**Contact Information:** Nikita Watson, x2931, nikita.watson@downstate.edu

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**Office of Financial Aid Use Only**

**Approved by:** SLM  
**Date:** 03/19/09  
**Rate of Pay:** $11

**Notes:**

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**Updated:** 07/01/09 ________ ________ ________ ________ ________ 124
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Customer Service Liaison

Department: Women & Children Services
Supervisor’s Name: Elizabeth Igboechi
E-Mail Address: Elizabeth.igboechi@downstate.edu

Location: NS31, NS32, NS42
Phone Ext.: 8725
Box #: 95

Period of Employment: From: Open
To: 

Degree Requirement: NA

Job Description: Patient rounds discharge phone calls.
A resume { } is {X} is not required.

Number of Students Needed: 6
Number of Hours Per Week: 10 – 20 hours

Days and Times Needed: Monday through Friday

Contact Information: see above

Office of Financial Aid Use Only

Approved by: SLM  Date: 04/01/09  Rate of Pay: $10

Notes: 

Updated: 07/02/08  07/01/09 _______ _______ _______ _______ 125
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Assistant to the Administrator

**Department:** Hematology/Oncology

**Supervisor’s Name:** Sherine Bridgemohan

**E-Mail Address:** sherine.bridgemohan@downstate.edu

**Location:** B5-495

**Phone Ext.:** 1500

**Box #:** 20

**Period of Employment:** From: July 1, 2009 To: June 30, 2010

**Degree Requirement:** NA

**Job Description:** Phones, faxes, assist with fellowship program conferences, mailing, sorting copying, filing, ordering supplies, light typing etc.

**A resume {X} is {   } is not required.**

**Number of Students Needed:** 2

**Number of Hours Per Week:** 20 hours

**Days and Times Needed:** Monday – Friday 4 hours per day.

**Contact Information:** above

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**Office of Financial Aid Use Only**

Approved by: SLM

**Date:** 04/09/09

**Rate of Pay:** $10

**Notes:**

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**Updated:** 07/01/09 __________ __________ __________ __________ __________ 126

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College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Research Assistant

Department: Pediatrics and Anatomy & Cell Biology
Supervisor’s Name: Stacy Blain
E-Mail Address: Stacy.blain@downstate.edu

Location: BSB 7 - 80 Phone Ext.: 4471 Box #: 49

Period of Employment: From: May 01, 2009 To: Indefinite
Degree Requirement: Student

Job Description: Cell culture and cancer biology research. Cell culture, lab assistant
A resume { } is {X} is not required.
Number of Students Needed: 1 Number of Hours Per Week: 10 - 20 hours

Days and Times Needed: Flexible

Contact Information: As listed above.

Office of Financial Aid Use Only

Approved by: SLM Date: 06/11/09 Rate of Pay: $12

Notes: ________________________________________________________________

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Updated: __________ ________ ________ ________ ________ ________ ___ 127
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Office Assistant

Department: Pediatrics and Cell Biology

Supervisor’s Name: Stacy Blain

E-Mail Address: Stacy.blain@downstate.edu

Location: BSB 7-80

Phone Ext.: 4471

Box #: 49

Period of Employment: From: May 1, 2009 To: September 30, 2009

Degree Requirement:

Job Description: Organizing laboratory and office, data entry, slide generation (PowerPoint), assisting with graduate students.

A resume {X} is { } is not required.

Number of Students Needed: 1

Number of Hours Per Week: 5 hours

Days and Times Needed: flexible

Contact Information: Stacy Blain

Office of Financial Aid Use Only

Approved by: SLM Date: 06/11/09 Rate of Pay: $10

Notes: ___________________________________________________________________

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Updated: __________ __________ __________ __________ __________ 128
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Assistant

**Department:** Medicine - STAR
**Supervisor’s Name:** Jack Dehovitt
**E-Mail Address:** Jack.dehovitt@downstate.edu

**Location:** BSB 4-37  
**Phone Ext.:** 1069  
**Box #:** 1240

**Period of Employment:**  
**From:** June 22, 2009  
**To:** July 31, 2009

**Degree Requirement:** MPH

**Job Description:** HIV related research and literature review.

A resume {    } is {X} is not required.

**Number of Students needed:** 1  
**Number of Hours Per Week:** 15 hours

**Days and Times needed:** Flexible

**Contact Information:** see above

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Office of Financial Aid Use Only

Approved by: *S.L.M.*  
**Date:** 06/16/09  
**Rate of Pay:** $12

**Notes:**

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**Updated:** _______ _______ _______ _______ _______ _______ 129
SUNY Downstate Medical Center- Office of Financial Aid
450 Clarkson Avenue, Room 1-114, Brooklyn, NY 11203-2098. 718-270-2488

College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Assistant

**Department:** Radiology

**Supervisor’s Name:** Sundeeep Mangla M.D.

**E-Mail Address:** sundeeep.mangla@downstate.edu

**Location:** B7 - 515  
**Phone Ext.:** 4141  
**Box #:** 1189

**Period of Employment:**  
**From:** June 16, 2009  
**To:** August 16, 2009

**Degree Requirement:** 1 year of medical school with bachelor’s degree.

**Job Description:** Assisting with research on CT perfusion analysis of the brain. This includes gathering and analyzing data as well as reviewing previous literature to compare findings with past results, will also observe procedures.

**A resume {   } is {X} is not required.**

**Number of Students Needed:** 2  
**Number of Hours Per Week:** 40

**Days and Times Needed:** Monday – Friday, 9 am – 5 pm.

**Contact Information:** e-mail or call extension above

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**Office of Financial Aid Use Only**

**Approved by:** SLM  
**Date:** 06/16/09  
**Rate of Pay:** $12

**Notes:**

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**Updated:** _______ _______ _______ _______ _______ _______ 130
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Research Assistant

Department: Physiology & Pharmacology

Supervisor’s Name: Katherine L. Perkins, Ph.D.

E-Mail Address: kperkins@downstate.edu

Location: BSB 6 - 19  Phone Ext.: 2772  Box #: 29

Period of Employment:  From: July 7, 2009  To: August 14, 2009

Degree Requirement: one year of medical school

Job Description: Neuroscience lab. Data analysis of computer files of electrophysiological experiments. Familiarity with spreadsheets useful. Job involves using Clampfit and Sigmaplot software. Need an observant person. Attention to detail necessary. Need someone who can focus and avoid making errors.

A resume {   } is {X} is not required.

Number of Students Needed: 1  Number of Hours Per Week: 35 hours

Days and Times Needed: Monday through Friday 10 am - 5 pm

Contact Information: kperkins@downstate.edu

Office of Financial Aid Use Only

Approved by: SLM  Date: 06/11/09  Rate of Pay: $12

Notes: ________________________________________________________________

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Updated: __________ _________ __________ _________ _________ _________131
**College Work-Study - Employment Request Form**

**PLEASE NOTE:** Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Facilities Helper

**Department:** Office of the Dean, College of Medicine

**Supervisor’s Name:** Tina Salerno, Academic Facilities Coordinator

**E-Mail Address:** tina.salerno@downstate.edu

**Location:** BSB 3 - 140  
**Phone Ext.:** 2208  
**Box #:** 97

**Period of Employment:** 
**From:** Immediately  
**To:** August 30, 2009 (or longer)

**Degree Requirement:** None

**Job Description:** Assist in property relocation. Move boxes, small and large equipment items and furniture using dollies and hand trucks (provided); clean out labs and offices. Instructions will be provided for each job.

**A resume { } is {X} is not required.**

**Number of Students Needed:** 2  
**Number of Hours Per Week:** 10 hours

**Days and Times Needed:** To be arranged in conjunction with students schedules.

**Contact Information:** Tina (347) 598-0667

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**Date:** 06/19/09  
**Rate of Pay:** $11 |

**Notes:**

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**Updated:** __________ __________ __________ __________ __________ __________ 132
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Website Update Technician

Department: Neurology
Supervisor’s Name: Frank C. Barone PhD
E-Mail Address: frank.barone@downstate.edu

Location: BSB 7 - 79  Phone Ext.: 5745  Box #: 1213
Period of Employment: From: Flexible  To:
Requirement: Medical Student

Job Description: Update research website information including links to research grant opportunities, faculty and research activities; computer experience necessary. A resume {} is {} is not required.

Number of Students Needed: 1 - 2  Number of Hours Per Week: 10 - 15 hours (school) Full-time (summer)
Days and Times Needed: Flexible
Contact Information: As listed above.

Office of Financial Aid Use Only

Approved by: SLM  Date: 08/03/09  Rate of Pay: $11
Notes: ____________________________________________________________
_______________________________________________________________
Updated: _______ _______ _______ _______ _______ _______ 136
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Technician

**Department:** Neurology

**Supervisor’s Name:** Frank C. Barone, PhD

**E-Mail Address:** frank.barone@downstate.edu

**Location:** BSB 7-79

**Phone Ext.:** 5745

**Box #:** 1213

**Period of Employment:** From: Flexible

**Requirement:** Medical Student

**Job Description:** Perform routine laboratory work using rodents and including: running biochemical assays, evaluating and measuring motor and cognitive performance prior to and after ischemic stroke.

A resume {X} is { } is not required.

**Number of Students Needed:** 1 – 2

**Number of Hours Per Week:** 10 – 15

(School) full-time (summer)

**Days and Times Needed:** flexible

**Contact Information:** Frank Barone

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**Office of Financial Aid Use Only**

**Approved by:** SLM

**Date:** 08/03/09

**Rate of Pay:** $12

**Notes:**

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**Updated:** _______ _______ _______ _______ _______ _______ 137
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Research Assistant

Department: Dept. of Cell Biology & Dept. of Ophthalmology
Supervisor’s Name: Dr. John Danias
E-Mail Address: john.danias@downstate.edu
Location: BSB 2-23 Phone Ext.: 4242 Box #: 5
Period of Employment: From: June 2009 To: August 2009
Degree Requirement: none
Job Description: Research assistant, chart review, data collection, enter data into spreadsheet, data analysis.
A resume { } is {X} is not required.
Number of Students needed: 1 Number of Hours Per Week: varied
Days and Times needed: June 2009 – August 2009
Contact Information: john.danias@mssm.edu

Office of Financial Aid Use Only

Approved by: SLM Date: 08/03/09 Rate of Pay: $12

Notes: ____________________________________________________________

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Updated: _______ _______ _______ _______ _______ _______ 138
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Lecture Recorder

Department: Physical Therapy
Supervisor’s Name: Dr. Joanne Katz
E-Mail Address: Joanne.katz@downstate.edu

Location: HSEB Room 740 Phone Ext.: 7718 or 7720 Box #: 16
Period of Employment: From: June 1, 2009 To: fall, spring & summer
(continuously throughout each academic year)
Degree Requirement: 3 years of college.
Job Description: Digitally record physical therapy lectures and place podcasts of lectures on PRIME.
A resume { } is {X} is not required.
Number of Students Needed: 2 -3 Number of Hours Per Week: 5 -6
Days and Times Needed: 5 – 6 hours per week, days are variable.
Contact Information: Dr. Joanne Katz x 7718 or x 7720

Office of Financial Aid Use Only

Approved by: SLM Date: 08/03/09 Rate of Pay: $12

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Updated: _______ _______ _______ _______ _______ _______ ___139
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Student Researcher

Department: Dermatology
Supervisor’s Name: Dr. Eve Lowenstein
E-Mail Address: evlow13@yahoo.com

Location: BSB 8 - 49	Phone Ext.: 	Box #: 46
Period of Employment: From: June 24, 2009	To: August 24, 2009
Degree Requirement: Medical Student
Job Description: Research acne and nutrition correlation, common perceptions among lay public.
A resume {} is {} is not required.
Number of Students Needed: 1	Number of Hours Per Week: 40 hours
Days and Times Needed: Monday through Friday 9am - 5 pm

Contact Information:

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Updated: _______ _______ _______ _______ _______ _______ 140
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Research Study Assistant

Department: Adolescent Medicine
Supervisor’s Name: Dr. Amy Suss
E-Mail Address: amy.suss@downstate.edu

Location: UHB Pediatrics
Phone Ext.: (917) 925-7756 (pager)
Box #: 49

Period of Employment: From: 07/20/09 To: August 14, 2009
Degree Requirement: None

Job Description: The research assistant will study adolescents with PCOS (polycystic ovarian syndrome) and the metabolic consequences of the syndrome. This includes data entry and literature searches.

A resume { } is {X} is not required.

Number of Students Needed: 1
Number of Hours Per Week: 25 hours

Days and Times Needed: 07/20/09 – 08/14/09, Monday - Friday.

Contact Information: Office: (718) 270-1006

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Updated: _______ _______ _______ _______ _______ _______ 141

HOME/FINAID/CWSTUDY/03-04/EMPLYREQ
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Research Assistant

Department: Medicine
Supervisor’s Name: Ellen Ginzler
E-Mail Address: ellen.ginzler@downstate.edu

Location: B5 – 472
Phone Ext.: 1662
Box #: 42

Period of Employment: From: September 09/2009 To: Indefinite

Requirement: Bachelor’s Degree/Medical Student

Job Description: Interview Rheumatology patients, enter data obtained on computer and perform simple statistics.

A resume is not required.

Number of Students Needed: 2 Number of Hours Per Week: 2 - 10 per week, per student

Days and Times Needed: as available

Contact Information: As listed above. (718) 270-1662

Office of Financial Aid Use Only

Approved by: SLM Date: 09/21/09 Rate of Pay: $12

Notes: __________________________________________________________

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Updated: _________ _________ _________ _________ _________ 143
**College Work-Study - Employment Request Form**

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Research Assistant

**Department:** Neurology

**Supervisor’s Name:** Paul Landsbergis

**E-Mail Address:** paul.landsbergis@downstate.edu

**Location:** BSB 5 - 95

**Phone Ext.:** 1075

**Box #:** 43

**Period of Employment:** From: September 01, 2009 To: flexible

**Requirement:** Graduate Studies/Public Health

**Job Description:** Participation in research studies, including preparing and conducting surveys and interviews. Literature reviews, measuring blood pressure, data management and analysis, writing reports.

A resume { } is {X} is not required.

**Number of Students Needed:** 1

**Number of Hours Per Week:** Flexible

**Days and Times Needed:** flexible

**Contact Information:** as above

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**Office of Financial Aid Use Only**

**Approved by:** SLM

**Date:** 09/21/09

**Rate of Pay:** $12

**Notes:**

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**Updated:** _______ _______ _______ _______ _______ _______ 144
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Tutor

**Department:** CHRP Dean’s office

**Supervisor’s Name:** Dorothy Waleski

**E-Mail Address:** Dorothy.waleski@downstate.edu

**Location:** E - 732

**Phone Ext.:** 1372

**Box #:** 94

**Period of Employment:**

**From:** Monday 06/14/10

**To:** Friday, 08/31/10

**Degree Requirement:** BS or BA minimum

**Job Description:** Tutor to CHRP Physical Therapy & Physician Assistant students in physiology course.

**A resume { } is {X} is not required.**

**Number of Students needed:** 2

**Number of Hours Per Week:** 8 - 10

**Days and Times needed:** variable - late afternoons, early evenings, weekends depending on schedule of students and tutors.

**Contact Information:** Dorothy Waleski, e-mail above

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**Office of Financial Aid Use Only**

**Approved by:** SLM

**Date:** 08/21/09

**Rate of Pay:** $12

Notes

Updated: 06/01/10 _______ _______ _______ _______ _______ 145
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Office Assistant

**Department:** School of Public Health

**Supervisor’s Name:** Leslie Schechter

**E-Mail Address:** leslie.schechter@downstate.edu

**Location:** B4 – 316  
**Phone Ext.:** 1766  
**Box #:** 43

**Period of Employment:**  
**From:** September 29, 2009  
**To:** May 2010

**Degree Requirement:** BA

**Job Description:** Receptionist, Clerical.

**A resume [X] is [ ] is not required.**

**Number of Students Needed:** 1  
**Number of Hours Per Week:** 20

**Days and Times Needed:** Monday – Friday, 9am – 1pm.

**Contact Information:** Leslie Schechter ext 1766

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**Office of Financial Aid Use Only**

**Approved by:** SLM  
**Date:** 09/29/09  
**Rate of Pay:** $11

**Notes**

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Updated _________   _________   _________   __________   _________   _____146
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Editor – CHRP Yearbook

Department: Dean’s office
Supervisor’s Name: Dorothy Waleski
E-Mail Address: Dorothy.waleski@downstate.edu

Location: E - 732  Phone Ext.: 1372  Box #: 94
Period of Employment: From: October 2, 2009  To: May 1, 2010
Degree Requirement:

Job Description: Editor is responsible for organization and layout of the CHRP yearbook; responsible for obtaining pictures and other documents to be used in yearbook; has contact with the representative from Taylor Publishing (publisher of the yearbook) and works in consultation with the Assistant Dean of CHRP during the duration of the project.
A resume { } is {X} is not required.

Number of Students needed: 1  Number of Hours Per Week: flexible
Days and Times needed: The yearbook material is on-line. The student can arrange to complete the work on the based on his/her schedule. There is a deadline for the submission of the material to the publisher.

Office of Financial Aid Use Only

Approved by: SLM  Date: 10/02/09  Rate of Pay: $12

Notes ____________________________________________________________
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Updated _________ _________ _________ _________ _________ 147
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Office Clerk

Department: Philanthropy

Supervisor’s Name: Stephen Dohnalek (Admin. Asst. Dean)

E-Mail Address: Stephen.dohnalek@downstate.edu

Location: M – 129 BSB Phone Ext.: 7604 Box #: 93

Period of Employment: From: November 9, 2009 To: June 30, 2010

Job Description: Answering phone; taking messages; greet and announce visitors to the office; running errands as needed; photocopying and other general basic office skills and functions.

Degree Requirement: NA

A resume {X} is { } is not required.

Number of Students Needed: 2 Number of Hours Per Week: 20 hours/each

Days and Times Needed: Monday - Friday

Contact Information: Stephen Dohnalek x 7604

Office of Financial Aid Use Only

Approved by: SLM Date: 10/29/09 Rate of Pay: $10

Notes: 

Updated: _______ _______ _______ _______ _______ 148
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Research Assistant

Department: Cell Biology

Supervisor’s Name: Sabina Hrabetova, MD, PhD

E-Mail Address: Sabina.hrabetova@downstate.edu

Location: BSB 2 - 103 Phone Ext.: 5392 Box #: 5

Period of Employment: From: Fall 2009 To: Indefinite

Job Description: Research on diffusion of substances in brain using imaging techniques.

Degree Requirement: NA

A resume { } is {X} is not required.

Number of Students Needed: 1 Number of Hours Per Week: 20

Days and Times Needed: Any

Contact Information: E-mail

Office of Financial Aid Use Only

Approved by: SLM  Date: 10/30/09  Rate of Pay: $12

Notes: ____________________________________________________________

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Updated: _______ _______ _______ _______ _______ _______ ___149
SUNY Downstate Medical Center- Office of Financial Aid  
450 Clarkson Avenue, Room 1-114, Brooklyn, NY  11203-2098.  718-270-2488

College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: HAS Class Instructors/Lectures

Supervisor’s Name: Mary Valmont, PhD

E-Mail Address: mary.valmong@downstate.edu

Department: Health Science Academy/Arthur Ashe Institute of Urban Health

Location: Room E750  Phone Ext.: 6378  Box #: 1232

Period of Employment: From: Fall Semesters (open)  To: Spring Semesters (open)

Degree Requirement: Medical Student/Affiliated Health Profession Graduate Students

Job Description: Instructor reviews course materials, lectures High School students, administers exams/grades, attend orientations and check-ins with HSA staff. Course curriculums include Intro to Physiology, Cardiology, Respiratory, Gastro, Neuro, and Repro.

A resume {} is {} is not required.

Number of Students Needed: TBD  Number of Hours Per Week: 3 - 6 hours

Days and Times Needed: Afternoon hours - TBD

Contact Information: Catherine Herrera, Project Coordinator Health Science Academy  
Catherine.herrera@downstate.edu (718) 270-7793

Office of Financial Aid Use Only

Approved by: SLM  Date: 11/18/09  Rate of Pay: $12

Notes:________________________________________________________________________

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Updated: __________ 150
Please note: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** HAS Dissection Assistants

**Supervisor’s Name:** Mary Valmont PhD

**E-Mail Address:** mary.valmont@downstate.edu

**Department:** Health Science Academy/Arthur Ashe Institute of Urban Health

**Location:** Room E750 **Phone Ext.:** 6378 **Box #:** 1232

**Period of Employment:** From: Fall Semesters (open) **To:** Spring Semesters (open)

**Degree Requirement:** Medical Student/Affiliated Health Profession Graduate Students

**Job Description:** Assists in HSA dissection classes. Classes/Dissections include: intro to Physiology (fetal pigs), Cardiology (sheep hearts), Respiratory (sheep plucks), Gastroenterology (pig stomachs), and Neurology (sheep brains). Assist in preparation of lab space, handing out of instruments and material, overseeing students during dissection, assist in cleanup. Familiarity with dissections helpful.

A resume {X} is not required.

**Number of Students Needed:** TBD **Number of Hours Per Week:** 2 – 3 hours

**Days and Times Needed:** Afternoons (approx 6 – 10 dissections per semester as needed).

**Contact Information:** Catherine Herrera, Project Coordinator Health Science Academy Catherine.herrera@downstate.edu

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**Office of Financial Aid Use Only**

Approved by: S.L.M  Date: 11/18/09  Rate of Pay: $11

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Updated: _______ _______ _______ _______ _______ _______ 151
College Work-Study - Employment Request Form

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

Job Title: Department Administrative Assistant

Supervisor’s Name: Miriam T. Vincent, MD, PhD/ Mark Hoglund
E-Mail Address: Mark.hoglund@downstate.edu
Department: Family Medicine
Location: BSB 1 - 115 Phone Ext.: 270-4718 Box #: 67
Period of Employment: From: December 21, 2009 To: January 08, 2010
Requirement: Bachelor’s Degree
Job Description: Greet visitors and answer department phones. Assist Chair and Administrator with administrative matters as assigned.
A resume {X} is { } is not required.
Number of Students Needed: 1 Number of Hours Per Week: 40 hours
Days and Times Needed: Monday – Friday, 8am – 4pm
Contact Information: see above

Office of Financial Aid Use Only

Approved by: SLM Date: 11/23/09 Rate of Pay: $12
Notes: __________________________________________________________

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Updated: __________ _______ _______ _______ _______ _______ ______ 152
PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:** Gross Anatomist

**Department:** Anatomy & Cell Biology

**Supervisor’s Name:** Shirley Eisner

**E-Mail Address:** Shirley.eisner@downstate.edu

**Location:** 2 - 16  
**Phone Ext.:** 3890  
**Box #:** 5

**Period of Employment:**  
**From:** June 21, 2010  
**To:** August 2010 (start of classes)

**Degree Requirement:** completion of MS1

**Job Description:** Preparation of anatomical prosections needed for MS1 gross anatomy course.

A resume { } is { } is not required.

**Number of Students Needed:** unlimited  
**Number of Hours Per Week:** 8 – 40 Hrs/wk

**Days and Times Needed:** depends upon student’s schedule.

**Contact Information:** Dr. Eisner, x3890, (917) 929-1134.

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**Office of Financial Aid Use Only**

**Approved by:**  
**Date:** 06/01/10  
**Rate of Pay:** 12

**Notes:**

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**Updated:** #158
PLEASE NOTE:  Maximum hours per week is 20 while school is in session and 40 during school breaks.

**Job Title:**  Research Assistant

**Department:**  Urology

**Supervisor’s Name:**  Jeffrey P. Weiss MD

**E-Mail Address:**  urojock@aol.com

**Location:**  450 Clarkson Av., Brooklyn, NY 11203  **Phone Ext.:**  1732  **Box #:**  79

**Period of Employment:**  From: May 14, 2010  To: August 14, 2010

**Degree Requirement:**  Bachelors Degree

**Job Description:**  Research in clinical urology, data collection and analysis, manuscript preparation...

A resume { } is {x} is not required.

**Number of Students Needed:**  2  **Number of Hours Per Week:**  20 – 40 Hrs/wk

**Days and Times Needed:**  full and part time hours.

**Contact Information:**  urojock@aol.com, ext. 1732.

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**Office of Financial Aid Use Only**

**Approved by:**  SLM  **Date:**  06/01/10  **Rate of Pay:**  12

**Notes:**  

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**Updated:**  __________  __________  __________  __________  __________  #159