

**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](mailto: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:** *SJM*

**Date:** 05/30/06

**Rate of Pay:** \$12

**Notes:** \_\_\_\_\_

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**Updated:** 07/21/08 04/14/09 07/01/09 \_\_\_\_\_ 1



**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: Pod casting**

**Department:** CHRP/Occupational Therapy Program

**Supervisor's Name:** Margaret Kaplan

**E-Mail Address:** [margaret.kaplan@downstate.edu](mailto: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.

**Office of Financial Aid Use Only**

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

**Notes** \_\_\_\_\_

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**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: Computer Support Assistant**

**Department:** Office of Educational Computing and Technology

**Supervisor's Name:** Greg Conyers, Damian Alleyne

**E-Mail Address:** [greg.conyers@dowstate.edu](mailto:greg.conyers@dowstate.edu) , [damain.alleyne@downstate.edu](mailto: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:** \_\_\_\_\_

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**Updated:** 06/14/06 10/09/07 08/01/08 07/01/09 \_\_\_\_\_ 19





**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.schcehter@downstate.edu](mailto:leslie.schcehter@downstate.edu)

**College:** Medicine  {X}  
Nursing  Undergraduate  Graduate  
CHRP  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:** \_\_\_\_\_  
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**Updated:** 06/14/06 08/01/08 07/01/09 \_\_\_\_\_

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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:** Anatomy and Cell Biology

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

**E-Mail Address:** [Fscalia@downstate.edu](mailto:Fscalia@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  is not required.

**Number of Students Needed:** 1 **Number of Hours Per Week:** 37 ½

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

**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](mailto: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 7<sup>th</sup> 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

**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](mailto:angela.melton@dowstate.edu)

**College:** Medicine    
Nursing  Undergraduate  Graduate   
CHRP  Diagnostic Med. Imaging  Health Info. Mgmt.   
 Midwifery  OT  PT  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  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:** \_\_\_\_\_  
\_\_\_\_\_

**Updated:** 06/14/06 08/01/08 07/01/09 \_\_\_\_\_ 33







**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](mailto: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.

**Office of Financial Aid Use Only**

**Approved by:** *SLM*

**Date:** 12/11/04

**Rate of Pay:** \$13

**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](mailto: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  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

**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: Project Assistant**

**Department:** Institutional Advancement and Philanthropy

**Supervisor's Name:** Ingrid Dildy

**E-Mail Address:** [Ingrid.dildy@downstate.edu](mailto:Ingrid.dildy@downstate.edu)

**Location:** BSB 2<sup>nd</sup> 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 form 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

**Office of Financial Aid Use Only**

**Approved by:** *S.L.M*

**Date:** 07/21/05

**Rate of Pay:** \$11

**Notes:** \_\_\_\_\_

**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](mailto:alumni@downstate.edu)

**College:** Medicine  {X}  
Nursing  Undergraduate  Graduate  
CHRP  Diagnostic Med. Imaging  Health Info. Mgmt.  
 Midwifery  OT  PT  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  is not required.

**Number of Students Needed:** 1

**Number of Hours Per Week:** 5 - 10

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

**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](mailto:Virginia.anderson@downstate.edu)

**College:** Medicine  {X}  
Nursing  Undergraduate  Graduate  
CHRP  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 2<sup>nd</sup> year Med student)

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

**Days and Times Needed:** Flexible

**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

**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: 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](mailto: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:** *S.L.M*

**Date:** 04/21/06

**Rate of Pay:** \$11

**Notes:** \_\_\_\_\_  
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**Updated:** 06/20/06 06/18/08 07/01/09 \_\_\_\_\_ 52



**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](mailto:residentiallife@downstate.edu)

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

**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.

**Office of Financial Aid Use Only**

**Approved by:** *SLM*                      **Date:** 07/19/05                      **Rate of Pay:** \$11

**Notes:** \_\_\_\_\_

**Updated:** 06/21/06 10/09/07 0918/08 07/01/09 \_\_\_\_\_ 54

**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:** Dr. Maja Nowakowski

**E-Mail Address:** [maja.nowakowski@downstate.edu](mailto:maja.nowakowski@downstate.edu)

**College:** Medicine  {X}  
Nursing  Undergraduate  Graduate  
CHRP  Diagnostic Med. Imaging  Health Info. Mgmt.  
 Midwifery  OT  PT  PA  
Graduate Studies  {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  is not required.

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

**Days and Times Needed:** Flexible,

**Office of Financial Aid Use Only**

**Approved by:** *SLM* **Date:** 01/16/07 **Rate of Pay:** \$12

**Notes:** \_\_\_\_\_  
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**Updated:** 10/11/07 03/21/08 08/01/08 07/01/09 \_\_\_\_\_ 59

**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: Skills Lab Assistant**

**Department:** College of Nursing

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

**E-Mail Address:** [mclifton@downstate.edu](mailto:mclifton@downstate.edu)

**Location:** HSEB – 8<sup>th</sup> 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

**Office of Financial Aid Use Only**

**Approved by:** *SLM*

**Date:** 01/27/06

**Rate of Pay:** \$10

**Notes:** \_\_\_\_\_

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**Updated:** 08/04/06 10/11/07 08/01/08 07/16/09 \_\_\_\_\_

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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: Mayor's Office Summer Health Literacy Fellow**

**Department:** Family Practice

**Supervisor's Name:** Fatima Shama & Pamela Sass

**E-Mail Address:** [Pamela.sass@downstate.edu](mailto: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:** *SLM*

**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: Community Outreach Assistant**

**Department:** Preventive Medicine and Community Health

**Supervisor's Name:** Karen Benker

**E-Mail Address:** [kbenker@downstate.edu](mailto:kbenker@downstate.edu)

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

**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



**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 Room Assistant**

**Department:** Scientific Computing Center

**Supervisor's Name:** Patricka Brown, Dr Matthew Avitable

**E-Mail Address:** [patricka.brown@downstate.edu](mailto: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

**Period of Employment:**

**From:** Winter 2009

**To:** Winter 2010

**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:** *SLM*

**Date:** 01/10/07

**Rate of Pay:** \$10

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

**Updated:** 10/11/07 09/18/08 07/01/09 \_\_\_\_\_ 75



**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:** CHRP

**Supervisor's Name:** Joyce Sabari **E-Mail Address:** [joyce.sabari@downstate.edu](mailto: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:** **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](mailto: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:** *SLM*

**Date:** 05/09/07

**Rate of Pay:** \$12

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

**Updated:** 08/01/08 07/01/09 \_\_\_\_\_ 78

**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 – Mercury Study**

**Department:** Preventive Medicine

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

**E-Mail Address:** [laura.greer@downstate.edu](mailto:laura.greer@downstate.edu)

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

**Office of Financial Aid Use Only**

**Approved by:** *SLM* **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: Reach Out and Read Program Assistant**

**Department:** Pediatrics

**Supervisor's Name:** Galia Austin-Leon

**E-Mail Address:** [galia.austin-leon@downstat.edu](mailto: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 4<sup>th</sup> floor
3. Accounting for book distribution
4. Assisting with progress reports for ROR program
5. Assisting with the Foster Grandparent program.

**A resume  is  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:** \_\_\_\_\_

\_\_\_\_\_

**Updated:** 07/01/09 \_\_\_\_\_ 97

**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 (Endocrinology)

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

**E-Mail Address:** [nathaniel.winer@downstate.edu](mailto:nathaniel.winer@downstate.edu)

**College:** Medicine  }  
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

**Office of Financial Aid Use Only**

**Approved by:** *SLM*

**Date:** 03/27/08

**Rate of Pay:** \$12

**Notes:** \_\_\_\_\_

\_\_\_\_\_

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

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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: 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](mailto: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](mailto:harris.huberman@downstate.edu)  
[lorraine.marino@downstate.edu](mailto: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:** *SJM*

**Date:** 07/02/08

**Rate of Pay:** \$12

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

**Updated:** \_\_\_\_\_ 101

**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: 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](mailto:Richard.sadovsky@downstate.edu)

**College:** Medicine    
Nursing  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**  **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

**Office of Financial Aid Use Only**

**Approved by:** *SJM*

**Date:** 06/30/08

**Rate of Pay:** \$12

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

**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](mailto:samy.mcfarlane@downstate.edu)

**College:** Medicine    
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**  **is not required.** **Number of Students Needed:** 4

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

**Office of Financial Aid Use Only**

**Approved by:** *SLM*

**Date:** 3/28/03

**Rate of Pay:** \$12

**Notes:** \_\_\_\_\_

**Updated:** 9/30/03 06/14/06 10/09/07 08/01/08 07/01/09 \_\_\_\_\_ 105

**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](mailto: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.

**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

**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](mailto: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

**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

\_\_\_\_\_ 109

**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 Research Assistant**

**Department:** Neurology

**Supervisor's Name:** Charles Abrams

**E-Mail Address:** [charles.abrams@downstate.edu](mailto: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  is not required.**

**Number of Students Needed:** 2

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

**Days and Times Needed:** Flexible

**Office of Financial Aid Use Only**

**Approved by:** *SLM*

**Date:** 6/21/04

**Rate of Pay:** \$12

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

**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](mailto:dilip.nath@downstate.edu)

**College:** Medicine  }  
Nursing  } Undergraduate  } Graduate  
CHRP  } Diagnostic Med. Imaging  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 feed back to the support center manager.

**A resume  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:** \_\_\_\_\_  
\_\_\_\_\_

**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](mailto: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

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**Office of Financial Aid Use Only**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Rate of Pay:** \$12

**Notes:** \_\_\_\_\_

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**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](mailto: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:** *SLM*

**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](mailto: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](mailto: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

**Office of Financial Aid Use Only**

**Approved by:** *SℓM*

**Date:** 11/05/08

**Rate of Pay:** \$11

**Notes:** \_\_\_\_\_

\_\_\_\_\_

**Updated:** 07/01/09 \_\_\_\_\_ 118

**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: 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](mailto: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](mailto:suman.sabastin@downstate.edu) Tel: (718) 270-7711

**Office of Financial Aid Use Only**

**Approved by:** James Newell

**Date:** 01/27/09

**Rate of Pay:** \$12

**Notes:** \_\_\_\_\_

**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](mailto:Dorothy.waleski@downstate.edu)

**Location:** E- 732

**Phone Ext.:** 1372

**Box #: 94**

**Period of Employment:** From: Monday, June 15, 2009 To: August 14, 2009

**Job Description:** Medical students (entering second year) to work in gross anatomy labs with CHRP students. Duties include supervision and assisting CHRP students with dissection of human cadavers. You will be responsible for working with students in lab during scheduled lab times, extra review sessions with CHRP students depending on the CHRP student class schedules and assisting Dr. Marquez in other administrative aspects of the course.

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

**Number of Students Needed:** 10 – 12 **Number of Hours Per Week:** 25 – 28 hrs/wk

**Days and Times Needed:** Monday, Tuesday, Thursday & Friday from 10 am – 1 pm and the remainder of to be determined by schedule of the CHRP students. Saturday and Sunday are optional depending on the availability of lab assistants and CHRP students.

**Office of Financial Aid Use Only**

**Approved by:** *SLM*

**Date:** 04/03/09

**Rate of Pay:** \$12

**Notes:** \_\_\_\_\_

**Updated:** 07/01/09 \_\_\_\_\_ 122

Please see listing # 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: Website Administrator**

**Department:** Medicine – Hematology/Oncology Division

**Supervisor's Name:** William Solomon M.D.

**E-Mail Address:** [wsolomon@downstate.edu](mailto:wsolomon@downstate.edu)

**Location:** 5<sup>th</sup> 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](mailto:nikita.watson@downstate.edu)

**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

**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: Customer Service Liaison**

**Department:** Women & Children Services

**Supervisor's Name:** Elizabeth Igboechi

**E-Mail Address:** [Elizabeth.igboechi@downstate.edu](mailto: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:** *S.L.M*

**Date:** 04/01/09

**Rate of Pay:** \$10

**Notes:** \_\_\_\_\_

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**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](mailto: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

**Office of Financial Aid Use Only**

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

**Notes:** \_\_\_\_\_

**Updated:** 07/01/09 \_\_\_\_\_ 126

**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](mailto: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:** *S.L.M*

**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](mailto: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

**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:** Medicine - STAR

**Supervisor's Name:** Jack Dehovitt

**E-Mail Address:** [Jack.dehovitt@downstate.edu](mailto: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

**Office of Financial Aid Use Only**

**Approved by:** *SLM*

**Date:** 06/16/09

**Rate of Pay:** \$12

**Notes:** \_\_\_\_\_

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**Updated:** \_\_\_\_\_ 129

**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:** Sundeep Mangla M.D.

**E-Mail Address:** [sundeep.mangla@downstate.edu](mailto:sundeep.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

**Office of Financial Aid Use Only**

**Approved by:** *SLM*

**Date:** 06/16/09

**Rate of Pay:** \$12

**Notes:** \_\_\_\_\_

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**Updated:** \_\_\_\_\_ 130

**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:** Physiology & Pharmacology

**Supervisor's Name:** Katherine L. Perkins, Ph.D.

**E-Mail Address:** [kperkins@downstate.edu](mailto: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](mailto: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

**Office of Financial Aid Use Only**

**Approved by:** *S.L.M*

**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](mailto: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 {X} 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:** \_\_\_\_\_

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**Updated:** \_\_\_\_\_ 136

**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 Technician**

**Department:** Neurology

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

**E-Mail Address:** [frank.barone@downstate.edu](mailto:frank.barone@downstate.edu)

**Location:** BSB 7-79

**Phone Ext.:** 5745

**Box #:** 1213

**Period of Employment:** From: Flexible To:

**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

**Office of Financial Aid Use Only**

**Approved by:** *SℓM*

**Date:** 08/03/09

**Rate of Pay:** \$12

**Notes:** \_\_\_\_\_  
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**Updated:** \_\_\_\_\_ 137

**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:** Dept. of Cell Biology & Dept. of Ophthalmology

**Supervisor's Name:** Dr. John Danias

**E-Mail Address:** [john.danias@downstate.edu](mailto: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](mailto: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 pod casts 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

**Notes:**

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**Updated:** \_\_\_\_\_ 139

**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: Student Researcher**

**Department:** Dermatology

**Supervisor's Name:** Dr. Eve Lowenstein

**E-Mail Address:** [evlow13@yahoo.com](mailto: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:**

**Office of Financial Aid Use Only**

**Approved by:** *S.L.M*

**Date:** 08/03/09

**Rate of Pay:** \$12

**Notes:** \_\_\_\_\_

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**Updated:** \_\_\_\_\_ 140

**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 Study Assistant**

**Department:** Adolescent Medicine

**Supervisor's Name:** Dr. Amy Suss

**E-Mail Address:** [amy.suss@downstate.edu](mailto: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

**Office of Financial Aid Use Only**

**Approved by:** *S.L.M*

**Date:** 08/03/09

**Rate of Pay:** \$ 12

**Notes:** \_\_\_\_\_

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**Updated:** \_\_\_\_\_ 141

**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](mailto: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 {X} 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](mailto: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:** *S.L.M.*

**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](mailto:Dorothy.waleski@downstate.edu)

**Location:** E - 732

**Phone Ext.:** 1372

**Box #:** 94

**Period of Employment:** **From:** September 08, 2009 **To:** December 31, 2009

**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 - 3 **Number of Hours Per Week:** 5 - 6

**Days and Times needed:** evening and weekends

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

**Office of Financial Aid Use Only**

**Approved by:** *SLM*

**Date:** 08/21/09

**Rate of Pay:** \$12

Notes \_\_\_\_\_

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Updated \_\_\_\_\_ 145

**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: Office Assistant**

**Department:** School of Public Health

**Supervisor's Name:** Leslie Schechter

**E-Mail Address:** [leslie.schechter@downstate.edu](mailto: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

**Office of Financial Aid Use Only**

**Approved by:** *SLM*

**Date:** 09/29/09

**Rate of Pay:** \$11

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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](mailto: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

**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: Office Clerk**

**Department:** Philanthropy

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

**E-Mail Address:** [Stephen.dohnalek@downstate.edu](mailto: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

<b>Office of Financial Aid Use Only</b>		
<b>Approved by:</b> <i>SLM</i>	<b>Date:</b> 10/29/09	<b>Rate of Pay:</b> \$10
<b>Notes:</b> _____ _____		
<b>Updated:</b> _____ 148		