



## Open Positions- Work Study

*A Referral Form is required.*

*Students must present the Referral Form to the supervisor when interviewing for any work study position.*

*Referral Forms are sent to eligible applicants from the Financial Aid Office.*

<i>JobID</i>	<i>Title</i>	<i>Department</i>		
1d	Clerk 10 hrs wk Summer	Institutional Research		
<i>Supervisor</i>	<i>RoomNumber</i>	<i>Wage/Hour</i>	<i>Telephone</i>	<i>e-mail</i>
DeMello, Raynette	A107	\$8.00	508-678-2811, x 2835	raynette.demello@bristolcc.edu
<i>JobDesc</i>		<i>Requirements</i>		
Assist with normal office procedures (mail, phones, correspondence) as well as performing basic data entry for various surveys.		Keyboarding, good communication skill, knowledge of Microsoft Office, proper attire.		

<i>JobID</i>	<i>Title</i>	<i>Department</i>		
2NBa	Office Aide 20 hrs wk Summer	New Bedford Campus		
<i>Supervisor</i>	<i>RoomNumber</i>	<i>Wage/Hour</i>	<i>Telephone</i>	<i>e-mail</i>
Harrington, Eileen	New Bedford Campus	\$8.50	508-678-2811 x4000	eileen.harrington@bristolcc.edu
<i>JobDesc</i>		<i>Requirements</i>		
Office aide, assist in customer service functions, answering phones, reception; light computer skills such as word processing, data entry.		Punctuality and reliability, essential. Ability to follow directions and work with minimal supervision, essential.		

<i>JobID</i>	<i>Title</i>	<i>Department</i>		
2NBb	Computer Lab Aide 20 hrs wk Summer	Computer Lab - New Bedford		
<i>Supervisor</i>	<i>RoomNumber</i>	<i>Wage/Hour</i>	<i>Telephone</i>	<i>e-mail</i>
Harrington, Eileen	New Bedford Campus	\$8.50	508-678-2811 x4000	eileen.harrington@bristolcc.edu
<i>JobDesc</i>		<i>Requirements</i>		
Assist students and faculty with use of on-line workstations, circulate materials, assist students working with tutoring software on PC workstations, maintained use statistics and perform basic maintenance on computers and media equipment.		Punctuality and reliability, essential. Ability to follow directions and work with minimal supervision, essential. Previous experience with computers, software programs and familiarity with the Internet, preferred.		

<i>JobID</i>	<i>Title</i>	<i>Department</i>		
2NBEHaa	Clerk 10 hrs wk Summer	eHealth Careers		
<i>Supervisor</i>	<i>RoomNumber</i>	<i>Wage/Hour</i>	<i>Telephone</i>	<i>e-mail</i>
Palumbo, Debbie	New Bedford	\$8.00	508-678-2811 x4450	deborah.palumbo@bristolcc.edu
<i>JobDesc</i>		<i>Requirements</i>		
Provide coverage and assist Coordinator with preparing projects, workshops; data entry; assist students as needed. Located at eHealth; 800 Purchase Street, New Bedford, Room 118		Good communication and organization skills. Proficient in Biology and/or computer elearning skills; data entry skills.		

<i>JobID</i>	<i>Title</i>	<i>Department</i>		
2r	Computer Lab Aide	CITE Lab		
<i>Supervisor</i>	<i>RoomNumber</i>	<i>Wage/Hour</i>	<i>Telephone</i>	<i>e-mail</i>
Bellafiore, April	A 201	\$8.50	508-678-2811 x2387	April.Bellafiore@bristolcc.edu
<i>JobDesc</i>		<i>Requirements</i>		
Assist in day to day operations and provide support to students and faculty in the e-learning system.		Computer literacy is a must, Good customer service skills, knowledge of Microsoft Office software. Team player.		

<i>JobID</i>	<i>Title</i>	<i>Department</i>		
2rrr	Computer Lab Aide EH 20 hrs wk Summer	CITE Lab- New Bedford		
<i>Supervisor</i>	<i>RoomNumber</i>	<i>Wage/Hour</i>	<i>Telephone</i>	<i>e-mail</i>
Bellafore, April	New Bedford	\$8.50	508-678-2811 x2387	April.Bellafore@bristolcc.edu
<i>JobDesc</i>		<i>Requirements</i>		
Monitor computer lab and assist with software packages, maintain lab; oversee lab in absence of lab assistant.		Computer literacy is a must, Good customer service skills, knowledge of Microsoft Office software. Team player.		

<i>JobID</i>	<i>Title</i>	<i>Department</i>		
2z	Clerical 20 hrs wk Summer	The Center - Kids College		
<i>Supervisor</i>	<i>RoomNumber</i>	<i>Wage/Hour</i>	<i>Telephone</i>	<i>e-mail</i>
Goulet, Lourdes	D113	\$8.00	508 678 2811 x2527	lourdes.goulet@bristolcc.edu
<i>JobDesc</i>		<i>Requirements</i>		
Assist with data entry, filing, customer service, miscellaneous clerical duties.		knowledge of Microsoft Word and Excel; customer service skills.		

<i>JobID</i>	<i>Title</i>	<i>Department</i>		
31a	Clerk	Division I Office - Language, Humanities, Arts		
<i>Supervisor</i>	<i>RoomNumber</i>	<i>Wage/Hour</i>	<i>Telephone</i>	<i>e-mail</i>
Tavares, Lisa	B 105	\$8.00	508-678-2811 x2124	Lisa.Tavares@bristolcc.edu
<i>JobDesc</i>		<i>Requirements</i>		
Assists in answering phones, photocopying, filing, mail, distribution, typing, word processing, errands, and miscellaneous office tasks.		Computer literate, word processing skills, light typing.		

<i>JobID</i>	<i>Title</i>	<i>Department</i>		
6c	Library Aide 20 hrs wk Summer	Learning Resource Center		
<i>Supervisor</i>	<i>RoomNumber</i>	<i>Wage/Hour</i>	<i>Telephone</i>	<i>e-mail</i>
Rezendes, Robert	A 106	\$8.50	508-678-2811 x2106	robert.rezendes@bristolcc.edu
<i>JobDesc</i>		<i>Requirements</i>		
Check materials in and out; issue borrower cards; make change for coin-operated copies; answer phone - take messages; operate microfilm machines; assist students with same; limited typing & filing.		Punctual, reliable, able to work with others; previous experience in a library preferred; able to follow directions and make change.		

<i>JobID</i>	<i>Title</i>	<i>Department</i>		
6f NB	Library Aide 20 hrs wk Summer	Learning Resources - New Bedford		
<i>Supervisor</i>	<i>RoomNumber</i>	<i>Wage/Hour</i>	<i>Telephone</i>	<i>e-mail</i>
Rezendes, Robert	New Bedford Campus	\$8.50	508-678-2811 x2106	Robert.Rezendes@bristolcc.edu
<i>JobDesc</i>		<i>Requirements</i>		
Assist students and faculty with use of on-line workstations, circulate materials,		Punctuality and reliability, essential. Ability to follow directions and work with minimal supervision, essential. Previous experience with computers and familiarity with the internet, preferred.		

<i>JobID</i>	<i>Title</i>	<i>Department</i>		
8d	Clerk	Facilities Office		
<i>Supervisor</i>	<i>RoomNumber</i>	<i>Wage/Hour</i>	<i>Telephone</i>	<i>e-mail</i>
Cadima, Barbara	F 100	\$8.00	508-678-2811 x2533	barbara.cadima@bristolcc.edu
<i>JobDesc</i>		<i>Requirements</i>		
Assist in answering phones, photocopying, filing, mail distribution, word processing, errands and miscellaneous office tasks.		Reliable, able to follow directions, good organization skills, proper telephone skills		

<i>JobID</i>	<i>Title</i>	<i>Department</i>		
8f	Aide 20 hrs wk Summer	Facilities Office-Copy Center		
<i>Supervisor</i>	<i>RoomNumber</i>	<i>Wage/Hour</i>	<i>Telephone</i>	<i>e-mail</i>
Pacheco, Philicia	F102	\$8.00	508-678-2811 x2216	philicia.pacheco@bristolcc.edu
<i>JobDesc</i>		<i>Requirements</i>		
Assist with the daily activities of the Copy Center. These activities include, but not limited to, copying, laminating, folding, answering phones, etc. and delivering Copy Center jobs throughout the campus.		Provide customer service such as greeting faculty and staff upon entering the Copy Center and assisting with their needs in a timely and courteous manner.		

<i>JobID</i>	<i>Title</i>	<i>Department</i>		
8h	Grounds Assistant	Facilities		
<i>Supervisor</i>	<i>RoomNumber</i>	<i>Wage/Hour</i>	<i>Telephone</i>	<i>e-mail</i>
DeSa, Joe	F 115	\$8.00	508-678-2811 x2395	joe.desa@bristolcc.edu
<i>JobDesc</i>		<i>Requirements</i>		
Pick up trash, weed plantings, water plants, cut grass, rake, collect bagged trash, shovel snow.		Able to operate power equipment, have MA drivers license, able to perform physical labor.		

<i>JobID</i>	<i>Title</i>	<i>Department</i>		
9f	Clerk 20 hrs wk Summer	Records Office		
<i>Supervisor</i>	<i>RoomNumber</i>	<i>Wage/Hour</i>	<i>Telephone</i>	<i>e-mail</i>
Imondi, Muriel	G 110a	\$8.00	508-678-2811 x2157	Muriel.Imondi@bristolcc.edu
<i>JobDesc</i>		<i>Requirements</i>		
Assists in answering phones, photocopying, filing, mail distribution, typing, word processing, errands, and miscellaneous office tasks, customer service.		Ability to use a computer, ability to type, good telephone skills, ability to alphabetize, good customer service skills.		

<b>JobID</b>	<b>Title</b>	<b>Department</b>		
9ff	Clerk 20 hrs wk Summer	Records Office		
<b>Supervisor</b>	<b>RoomNumber</b>	<b>Wage/Hour</b>	<b>Telephone</b>	<b>e-mail</b>
Imondi, Muriel	G 110a	\$8.00	508-678-2811 x2157	Muriel.Imondi@bristolcc.edu
<b>JobDesc</b>		<b>Requirements</b>		
Assists in answering phones, photocopying, filing, mail distribution, typing, word processing, errands, and miscellaneous office tasks, customer service.		Ability to use a computer, ability to type, good telephone skills, ability to alphabetize, good customer service skills.		