

## **FWS JOBS: SPRING**

**Department: Bergen cares / Threads**

**Contact Information: Rachel Sloma | [rsloma@bergen.edu](mailto:rsloma@bergen.edu) | 2018797074**

**Number of positions: 4**

**Job Title: Student Aid**

**Job Description:**

- ❖ Under the direction of the Bergen Cares Coordinator, the Student Worker is responsible for the following:
- ❖ Maintain the confidentiality of all Faculty, Students and Staff who visit the Bergen Cares Center Pantry.
- ❖ Assist with daily office work (upkeep of office supplies, cleaning up student work spaces, etc)
- ❖ Organize and sort new donations, ensuring each donation is within the expiration date, cleaned and labeled.
- ❖ Maintain stock count for the Food Pantry, and keep a list of expiration dates, donation counts, and maintain the organization status.
- ❖ Develop and Conduct 3 planned Events for the Bergen Cares Center:
- ❖ Event 1: The Student Workers of the Pantry will conduct an event on their own
- ❖ Event 2: Working with a Club/Student Life
- ❖ Event #: A Fundraising Event
- ❖ Responsible for creating and distribution of promotional material on campus to include flyers, posters, and social media pertaining to the Bergen Cares Center.
- ❖ Have a clear understanding of the Intake Form Process for students, staff and faculty.
- ❖ Able to lift up to 40 pounds of stock in order to bag and restock the Food Pantry.
- ❖ Conduct outreach to different departments, and clubs to include classroom and club presentations, tabling events to for new ideas for Market Plans and Events
- ❖ Student workers are required to participate in Breakfast Bar/ Bake Sale Tabling Events each month ( Paramus, Lyndhurst Campus)
- ❖ Students will be required to present in IST-123 courses
- ❖ Create informational material based on important information provided. NJHelps, CFB.
- ❖ Assess individual needs of Student Staff and Faculty and refer to the Pantry Coordinator or the Center for Health Wellness and Personal Counseling, Room HS-100 if required.
- ❖ Additional skills required:
  - ❖ A positive attitude and care for others
  - ❖ Patience
  - ❖ Attention to details, well organized.
  - ❖ A desire to work within the social work/psychology field

**Department: Fitness Center**

**Contact Information: Margaret Calamaril** [mcalamaril@bergen.edu](mailto:mcalamaril@bergen.edu) | 7899

**Number of positions: 3**

**Job Title: Fitness Center Monitor**

**Job Description:**

Looking for student workers to monitor S128 Fitness center....prefer Exercise Science Students or students with a fitness certification from an approved organization. Supervisor must be, "Professional Association Certified" or an Exercise Science Student.

Check ID's to verify students are cleared to have use of the fitness center. Keep S128 organized. Supervise or demonstrate to students the use of equipment.

**Department: Child Development Center**

**Contact Information: Jessica Blundo** | [jblundo@bergen.edu](mailto:jblundo@bergen.edu) |(201) 447 - 7165

**Number of positions: 6**

**Job Title: Teacher Aide**

**Job Description:**

Assist teachers in all elements of managing their preschool classroom, including but not limited to:

Supervise children ages 2.5 - 6 years old.

Ensure children's safety and wellbeing.

Prepare classroom materials.

Maintain a clean and healthy classroom environment.

Ensuring confidentiality regarding students.

The ability to be a team player and professional at all times.

The ability to bend, stoop, kneel, crouch etc. and the ability to carry up to 50lbs.

**Department: CLC-Hackensack Rm 232B**

**Contact Information: Prisillia Dominguez** | [pdominguez@bergen.edu](mailto:pdominguez@bergen.edu) | ext. 7970

**Number of positions: 1**

**Job Title: Clerical Assistant**

**Job Description:**

Provide wide range of support including filing, copying, and faxing

Assist in inventory management of classroom textbooks and other materials

Word processing and spreadsheet development

Telephone support – Outbound calling programs

Perform data entry of contact information received from Outreach and Communications staff

Assist in email list management  
Assist in setting up Center events and activities

**Department: Performing and visual arts - West Hall**  
**Contact Information: Juan Leon | [jcleon@bergen.edu](mailto:jcleon@bergen.edu)**  
**Number of positions: TBD**  
**Job Title: Lab monitor**  
**Job Description:**

Students will be in charge of checking in and monitoring various labs in west hall/ the visual arts department. students will check in and out equipment and check students in and out of various labs as well.

**Department:**  
**Contact Information: APRIL HARRISON | [AHHARRISON@BERGEN.EDU](mailto:AHHARRISON@BERGEN.EDU) | 201.447.7158**  
**Number of positions: 4**  
**Job Title: MULTICULTURAL SERVICES & ACTIVITIES (MSA) PEER LEADER**  
**Job Description:**

Selected to be culturally-sensitive, work independently and as a team player, participate in critical thinking/problem solving training, peer-leadership, team-building, and multicultural-conscientiousness workshops for Bergen Community College population; Assist in Registration, Testing, and Financial Aid Process; Aid the program Coordinator, Student Success Ambassador and other Peer Leaders with events, workshops, trainings, & clubs/groups that fall under the MSA umbrella; facilitate Success workshops, aid in training of other leaders/office assistants and implementation of academic, career, and personal success for our diverse population.

**Department**  
**Contact Information: Linda Caruso | [lcaruso1@bergen.edu](mailto:lcaruso1@bergen.edu)**  
**Number of positions: 2**  
**Job Title: Marketing Assistant**  
**Job Description: flexible/hybrid**

We are seeking a work-study student to help us create social media posts and flyers for Bergen Community College Kids and Teens Summer Programs. The ideal candidate will have experience with Canva but training can be provided for a student with a passion for digital marketing and marketing.

Work will include designing flyers, creating social media posts, and graphics that are visually appealing and align with brand guidelines. Candidates should have excellent communications skills and manage multiple projects and meet tight deadlines.