

Job Number: 15926

Classification Title: Technical Assistant I
Working Title: Tech

Academic Year Positions: 0

Summer Positions: 1

Hourly Rate: \$8.00

Hours: 40

Department Name: Biochemistry and Biophysics

Interview Contact: Alan Grossfield

Phone Number: 276-4193

Email Address: alan_grossfield@urmc.rochester.edu

Location:

Job Description:

Applying ncoarse-gained molecular modeling to the study of antimicrobial lipopeptides.

Job Number: 15737

Classification Title: Office Assistant III
Working Title: Office Assistant

Academic Year Positions: 1

Summer Positions: 1

Hourly Rate: \$10.00

Hours: 15

Department Name: Clin & Trans Science Institute

Interview Contact: Nicole O' Dell

Phone Number: 275-0654

Email Address: nicole_odell@urmc.rochester.edu

Location:

Job Description:

Typical duties will include data entry into excel spreadsheets or access dtbases, information gathering from various online databases, including Pubmed and NIH Reporter, transcription of audio interview files and a small amount of chart and graph creation. Proficiency in all Microsoft components is necessary.

Job Number: 15924

Classification Title: Technical Assistant II

Working Title: Bench Tech - Clin Engg

Academic Year Positions: 0

Summer Positions: 1

Hourly Rate: \$8.00 to \$10.00

Hours: 20 to 30

Department Name: Clinical Engineering

Interview Contact: Eileen Cowie

Phone Number: 275-5501

Email Address: Eileen_Cowie@URMC.Rochester.edu

Location:

Job Description:

Performs safety/preventative maintenance inspections and services electronic and electromechanical biomedical equipment to determine operational status and compliance with manufacturers and industry technical standards and specifications (40%); Troubleshoots, isolates equipment malfunctions and repairs electronic and electromechanical biomedical equipment (40%); Maintains electronic medical equipment management database files for compliance with Accreditation requirements (5%); Other duties as assigned such as providing assistance to other areas within the department, ordering materials, writing PM procedures, etc (5%)

Factors required for success in the job: 1. ability to read and understand written procedures and manufacturers technical literature; 2. ability to communicate effectively and courteously with customers and co-workers; 3. knowledge and ability to input information in computer with office software and database management software; 4. ability to troubleshoot problems, perform preventative maintenance and repairs on general non-complex medical equipment; 5. ability to complete assigned tasks in a timely manner. Preference will be given to a Biomedical Engineering student.

The employment period begins now (10-20 Hours) and continues through the summer (20-30 Hours).

Job Number: 15920

Classification Title: Technical Assistant II

Working Title: Lab Technician II - EliseevLab

Academic Year Positions: 1 FWS Required

Summer Positions: 0

Hourly Rate: \$8.00

Hours: 15

Department Name: Ctr Musculoskeletal Research

Interview Contact: Tamara Raymond

Phone Number: 275-4030

Email Address: tamara_raymond@urmc.rochester.edu

Location: Musculoskeletal Research

Job Description:

The position is in the laboratory of Dr. Roman Eliseev at the Center for Musculoskeletal Research.

Rising senior in Biochemistry or Biology major is preferable. FWS is required.

The applicant should be familiar with basic laboratory techniques. Duties will include cell culture; RNA and protein extraction; PCR; and immunoblotting.

Job Number: 10850

Classification Title: Technical Assistant II
Working Title: Tech Assist 2 - CVBI

Academic Year Positions: 1

Summer Positions: 1

Hourly Rate: \$8.50

Hours: 35 to 40

Department Name: Ctr Vaccine Biology & Immuno

Interview Contact: **Shelley Secor-Socha**

Phone Number: **273-4473**

Email Address: sally_quataert@urmc.rochester.edu

Location: Ctr Vaccine Biology & Immuno

Job Description:

Initial responsibilities will be general lab maintenance (stocking lab supplies, preparation of buffer solutions, maintenance of lab equipment, freezer inventory management). Qualified students will have the opportunity to learn additional techniques in immunology, flow cytometry, immunoassay, cell culture and data analysis and to participate in an original research project in the lab. Opportunity to learn good laboratory practice (GLP) principles and clinical translational research.

Prefer current second year student with the intention of eventual advancement to independent research project

Job Number: 12638

Classification Title: Technical Assistant II
Working Title: Technical Assist II

Academic Year Positions: 1

Summer Positions: 1

Hourly Rate: \$8.50

Hours: 35 to 40

Department Name: Ctr Vaccine Biology & Immuno

Interview Contact: **Shelly Secor-Socha**

Phone Number: **273-4473**

Email Address: shelley_secorsocha@urmc.rochester.edu

Location: KMRB Bldg

Job Description:

Initial responsibilities will be general lab maintenance (stocking lab supplies, preparation of buffer solutions, maintenance of lab equipment, freezer inventory management). Qualified students will have the opportunity to learn additional techniques in immunology, flow cytometry, immunoassay, cell culture and data analysis and to participate in an original research project in the lab. Opportunity to learn good laboratory practice (GLP) principles and clinical translational research.

Prefer current second year student with the intention of eventual advancement to independent research project.

Job Number: 15919

Classification Title: Computer Assistant III
Working Title: Office Assistant - CVBI

Academic Year Positions: 1

Summer Positions: 0

Hourly Rate: \$9.00 to \$10.00

Hours: 10 to 20

Department Name: Ctr Vaccine Biology & Immuno

Interview Contact: **Joyce Feltz**

Phone Number: **275-9297**

Email Address: joyce_feltz@urmc.rochester.edu

Location: CVBI - Vaccine Biology & Immu

Job Description:

Routine clerical work in administrative office of the Center for Vaccine Biology & Immunology. Duties include copying, filing, data entry, seminar and meeting postings, assisting faculty with literature searches and Endnote library management. Solid computer skills with knowledge of Microsoft Word, Excel, Powerpoint, as well as Endnote reference management software. Must be able to commit to 3-4 hours daily during regular work hours (9am-5pm). Summer hours possible.

Job Number: 15887

Classification Title: Program Assistant II
Working Title: Coder

Academic Year Positions: 0 FWS Required

Summer Positions: 2

Hourly Rate: \$9.40

Hours: 40

Department Name: Department of Family Medicine

Interview Contact: **Mary Lou Pollock**

Phone Number: **506-9484**

Email Address: marylou_pollock@urmc.rochester.edu

Location: HH Dept of family med

Job Description:

The position requires close attention to detail, good organizational abilities, and strong interpersonal skills. The position entails assisting with coding transcripts of patient-clinical office visits and large database management.

*Opportunity are available to attend lectures, weekly meetings with the PI and other department activities, and get hands on experience with manuscript/ poster.
Eligible candidate should have some research experience and HSPP certification.

Job Number: 15758

Classification Title: Program Assistant II
Working Title: Project Assistant

Academic Year Positions: 1

Summer Positions: 1

Hourly Rate: \$8.75

Hours: 20

Department Name: Emergency Medicine

Interview Contact: Nancy Wood

Phone Number: 463-2956

Email Address: nancy_wood@urmc.rochester.edu

Location: Emergency Medicine

Job Description:

Job Number: 13118

Classification Title: Office Assistant I
Working Title: Tutor PHP403

Academic Year Positions: 1

Summer Positions:

Hourly Rate: \$10.00 to \$0.00

Hours: 10 to 0

Department Name: Graduate Edu/Postdoc Affairs

Interview Contact: Linda Lipani

Phone Number: 275-7288

Email Address: linda_lipani@urmc.rochester.edu

Location: Box 316

Job Description:

To provide tutoring for students inrolled in PHP 403.

Job Number: 13119

Classification Title: Office Assistant I
Working Title: Note taker

Academic Year Positions: 2

Summer Positions: 3

Hourly Rate: \$8.00 to \$10.00

Hours: 10 to 0

Department Name: Graduate Edu/Postdoc Affairs

Interview Contact: Linda Lipani

Phone Number: 275-7288

Email Address: linda_lipani@urmc.rochester.edu

Location: Box 316

Job Description:

To provide tutoring for students enrolled in IND 408. Advanced Biochemistry in the Fall 2011 semester.

To serve as note takers in Spring and Summer 2012 Courses

Job Number: 14448

Classification Title: Office Assistant III
Working Title: Graduate Research Assist

Academic Year Positions: 1

Summer Positions: 1

Hourly Rate: \$12.00
Hours: 15 to 20

Department Name: Kearns Center
Interview Contact: **Collette Kettles**
Phone Number: 275-7512
Email Address: ckettles@admin.rochester.edu
Location: Box 270415

Job Description:

Perform duties for the Kearns Center; work independently, perform research projects. Develop and make presentations to students, faculty and staff; coordinate and handle details for graduate visitation programs; other duties as assigned.

Job Number: 12905

Classification Title: Technical Assistant II
Working Title: Technical Assistant - LLE

Academic Year Positions: 1

Summer Positions: 1

Hourly Rate: \$8.25
Hours: 20

Department Name: LLE Engg-Engineering
Interview Contact: **Joann Starowitz**
Phone Number: 273-1239
Email Address: jsta@lle.rochester.edu
Location: LLE

Job Description:

Independent and motivated individual to assist with the maintenance of a cleanroom facility and general chemical/optical laboratory areas. Additional duties will include assisting staff/students with experiments, inventory of materials/equipment and providing general support to LLE/Materials Lab users. Science or Engineering majors preferred.

Job Number: 10909

Classification Title: Office Assistant III
Working Title: Office Assistant - MAG Gallery

Academic Year Positions: 1 FWS Required

Summer Positions: 0

Hourly Rate: \$7.75
Hours: 10 to 0

Department Name: MAG-Gallery Store
Interview Contact: **Colleen Underhill**
Phone Number: 276-9012
Email Address: cgriffin@mag.rochester.edu
Location: MAG Gallery Store

Job Description:

Under general supervision unpacks merchandise and receives inventory into database, generates labels and artist info cards from computer, maintains back up stock. Backs up sales floor staff to handle sales, customer relations. In addition, must be comfortable on the sales floor and able to ring sales and assist sales associates when necessary.

Hours:Friday 12 - 5:15, Saturday 12 - 5:15

Job Number: 14830 **Classification Title:** Technical Assistant II
Working Title: Tech Assistant-Cardiovascular

Academic Year Positions: 0
Summer Positions: 1

Hourly Rate: \$10.00 **Department Name:** Med M&D-Aab CardiovascResInst
Hours: 30 to 40 **Interview Contact:** Jane Sottile
Phone Number: 276-9780
Email Address: jane_sottile@urmc.rochester.edu
Location: Cardiovascular Research Ins.

Job Description:

Part-Time during the semester, Full-time during the summer.
The student will perform laboratory maintenance tasks including making buffers, autoclaving, cleaning glassware, etc. The student will also purify proteins and perform basic molecular biology techniques, protein and DNA analysis, and genotyping.
Preference will be given to students who have an interest in biomedical research, and/or who have experience with lab work.

Job Number: 14333 **Classification Title:** Office Assistant III
Working Title: Office Assistant

Academic Year Positions: 1
Summer Positions: 1

Hourly Rate: \$8.50 **Department Name:** Medical Center Info. Systems
Hours: 20 to 35 **Interview Contact:** Bonnie Thousand
Phone Number: 273-1924
Email Address: bonni.thousand@rochester.edu
Location: Advancement

Job Description:

Investigating and repairing the security configuration of compromised or vulnerable MS Windows workstations. Typical duties: Technical tasks (40%); following host name and IP address leads using network tools and documentation to find the physical location of workstations that need security improvements; following technical procedures for MS windows workstations to remove malicious software, to install security patches, patch management software, and anti-virus software, and to disable network services that are not needed for business operations; coordinating the addition of MS windows workstations to the URM/SH MS Active directory and MS Systems Management Server: Customer service tasks (30%); advising workstation owners on the obligations and procedural options for maintaining workstation security; advising workstation systems administrator on their technical options for maintaining workstation security; advising workstation users to avoid behaviors that degrade workstation activities. Documentation tasks include creation and maintenance of accurate detailed records describing the target workstations, the remedial actions taken on them, and the follow up needed by other ISD groups (20%). In addition to the above duties, the employee will be responsible for responding to Help Desk trouble tickets that appear to be security related (10%).

Positions Available as of: 5/15/2012

Job Number: 15594 **Classification Title:** Office Assistant II
Working Title: Rsch Asst - Neurodevel Peds

Academic Year Positions: 0 FWS Required
Summer Positions: 1

Hourly Rate: \$9.00 to \$9.00 **Department Name:** Neurodev & Behav Pediatrics
Hours: 10 to 20 **Interview Contact:** **Christine Burns**
Phone Number: **275-6681**
Email Address: christine_burns@urmc.rochester.edu
Location: Pediatrics Development

Job Description:

Data entry. Longitudinal study looking at the effects of fish consumption on prenatal and child development. Must have great attention for detail and careful data entry skills.

Job Number: 8427 **Classification Title:** Computer Assistant III
Working Title: Office Assistant

Academic Year Positions: 0
Summer Positions: 1

Hourly Rate: \$9.00 **Department Name:** Neurology - NMD M & D
Hours: 20 to 30 **Interview Contact:** **Eileen Eastwood**
Phone Number: **275-2759**
Email Address: eileen_eastwood@urmc.rochester.edu
Location: Box 673

Job Description:

Under indirect supervision, collect & collate research data in a timely manner from a number of studies. Responsible for checking completeness and accuracy for entry, producing summary reports and retrieving data. Strong organizational skills are required. Routine filing also required. Assist with national registry project. Task would include data entry and verification, preparation of mailings, etc. Hours: Monday-Friday, 8-4:30.

Job Number: 15915 **Classification Title:** Office Assistant III
Working Title: Office Assistant

Academic Year Positions: 1
Summer Positions: 1

Hourly Rate: \$7.25 **Department Name:** Neurology MIND/NPA
Hours: 15 to 20 **Interview Contact:** **Paula Maier**
Phone Number: **275-9784**
Email Address: paula_maier@urmc.rochester.edu
Location: Pediatric Nephrology

Job Description:

Duties Include: Assemble and ship laboratory kits for clinical research studies. Receive, inspect and deliver biological specimens to URMCLabs for analysis. Data entry into excel spreadsheets. Literature searches in Miner Library. Filing, copying, and other clerical duties as assigned, Must be organized, efficient, able to work independently, and be proficient in MS Excel and Word.

Job Number: 15927

Classification Title: Office Assistant III
Working Title: Office Assistant

Academic Year Positions: 1

Summer Positions: 1

Hourly Rate: \$10.00

Hours: 20 to 40

Department Name: Ofc Sr Vice Pres Advancement

Interview Contact: **Bonnie Thousand**

Phone Number: **273-1924**

Email Address: bonni.thousand@rochester.edu

Location: Advancement

Job Description:

Assist Advancement Services managers with with general office work, data entry and clean up, and other special projects as assigned. Confidentiality is crucial in this position and the student will be required to sign a confidentiality agreement upon hire.

Requirements: Work on various OASIS clean-up projects. This includes accurately enteirng data into OASIS according to advancement guidelines. Assist Research and Prospect Management with data clean-up projects as needed.

Complete basic statistical analysis and modeling projects as assigned.

Enter results of peer screening reviews in evaluations into database.

Assist Director of Quality Control with data integrity projects.

Assist Director of Gift and Donor Records with tracking of Gift and Donor Records' project request.

Review and verify the accuracy of current donor and alumni records using various research online databases.

Research historic records to validate or update database information

Qualifications: Must have 2 years of college is preferred with courses in accounting, business or related field.

Experience in programming, confort level with HTML and basic website code, and/or reporting tools is preferred, but not required.

Must be dependable and conscientious individual who has a demonstrated ability to work independently.

Job Number: 33589

Classification Title: Program Assistant I
Working Title: UR Calling Center

Academic Year Positions:

Summer Positions: 20

Hourly Rate: \$8.75

Hours: 9 to 15

Department Name: Ofc Sr Vice Pres Advancement

Interview Contact: **Sarah Winter**

Phone Number: **273-3589**

Email Address: sarah.winter@ruffalocody.com

Location:

Job Description:

The Calling Center works as an extension of the University Annual Giving Programs, connecting with alumni and fundraising over the phone for all schools associated with the U of R. Students utilize software that automates dialing and manages alumni giving records. Candidates must possess excellent verbal communication skills, an ability to work independently and will represent the University in an enthusiastic, professional manner.

No work study award needed. Wages start at \$8.75 and work environment provides regular opportunities for incentives, prizes and other financial perks. Please complete an application at <http://rochester.thecallingcenter.com> to be considered for the position.

During the summer, scheduling is flexible,(9 hr mininum commitment per week) however, daily shifts last 3 hours and are available Monday-Thursday evenings and Sunday afternoons, only.

Job Number: 1264 **Classification Title:** Office Assistant I
Working Title: Office Assistant - Neonatology

Academic Year Positions: 1 FWS Required
Summer Positions: 0

Hourly Rate: \$7.25 **Department Name:** Pediatrics M&D Neonatology
Hours: 6 to 8 **Interview Contact:** Diane Prinzing
Phone Number: 275-5301
Email Address: diane_prinzing@urmc.rochester.edu
Location: 601 Elmwood Ave

Job Description:

Support the NICU Continuing Care Programs by assisting with mailings (stuffing envelopes,, opening mail, sorting), data entry, copying, demographic data look up and NICU scrapbook preparation. Must be sensitive to confidential information, reliable, have basic MS office skills, attention to detail and be organized.

PLEASE NOTE !! This is a shared position with Job # 14743. You must apply to both jobs separately. Total average weekly hours would be 12-15 hours.

Job Number: 14743 **Classification Title:** Office Assistant II
Working Title: Research Assistant

Academic Year Positions: 1 FWS Required
Summer Positions: 0

Hourly Rate: \$8.00 **Department Name:** Pediatrics M&D Neonatology
Hours: 6 to 10 **Interview Contact:** Rita Dadiz
Phone Number: 275-2972
Email Address: Rita_Dadiz@URMC.Rochester.edu
Location: Pediatrics

Job Description:

The student will work with a research team on a study. Duties will include data entry, organization of spreadsheets and data, scheduling, conducting general correspondence, taking minutes during meetings, web searches, and preparation of folders and itineraries for training programs. Must be sensitive to confidential information, reliable, organized, and proficient in Microsoft Word and Excel.

PLEASE NOTE !! This job is a shared position with job # 1264. YOU MUST apply to both jobs separately. The total average weekly hours would be about 12-15 hours.

Job Number: 12782 **Classification Title:** Office Assistant II
Working Title: Office Assistant-Pediatrics

Academic Year Positions: 1 FWS Required
Summer Positions: 0

Hourly Rate: \$7.50 **Department Name:** Pediatrics SMH
Hours: 10 to 10 **Interview Contact:** **Brooke Steinbronn**
Phone Number: **275-6918**
Email Address: brooke_steinbronn@urmc.rochester.edu
Location: Pediatrics SMH Rm 42336

Job Description:

Duties to include: triage visitors and phone calls, filing, copying, data entry, running errands, mail distribution, occasional catering set up/clean up, presentation development, and additional administrative duties/projects as needed.

Skills needed: Proficiency in Microsoft Office software.

Job Number: 5177 **Classification Title:** Office Assistant II
Working Title: Office Assistant-Psych

Academic Year Positions: 1
Summer Positions: 1

Hourly Rate: \$8.25 **Department Name:** Psychiatry M&D Training
Hours: 20 to 0 **Interview Contact:** **Linda Brown**
Phone Number: **275-3563**
Email Address: linda_brown@urmc.rochester.edu
Location: Psychiatry SMH Psychology

Job Description:

In Psychiatry Education Office -- extensive copying, mailings, light typing, data entry, running errands at Medical Center, assisting with special projects, luncheon setup and clean up. Confidentiality a must. Basic experience with MS Word and Excel necessary.

Job Number: 15871 **Classification Title:** Office Assistant II
Working Title: Office Assistant

Academic Year Positions: 0 FWS Required
Summer Positions: 2

Hourly Rate: \$10.00 **Department Name:** Psychiatry SMH Ambulatory Svcs
Hours: 40 **Interview Contact:** **Mark Pagano**
Phone Number: **275-8813**
Email Address: mark_pagamo@urmc.rochester.edu
Location: Box Psych

Job Description:

Make daily patient reminder calls
Duties include copying, filing, data entry. Must have good phone etiquette.
Must be able to commit to 3-4 hours daily during regular work hours (9am - 5 pm)

Job Number: 15916

Classification Title: Office Assistant II
Working Title: Office Assistant

Academic Year Positions: 2

Summer Positions: 0

Hourly Rate: \$9.00

Hours: 20

Department Name: Psychiatry SMH MIPS

Interview Contact: Kim Hally-Hettrick

Phone Number: 2794949

Email Address: Kimberly_Hally@URMC.Rochester.edu

Location: Pyschiatry SMH

Job Description:

Position will be responsible for updating health maintenance sections and flow sheets in patients charts. With limited direction this position will also modify promary care physician information within the Flowcast system. This position may schedule patients and answer phones as needed. Experience within AllScripts and Flowcast preferred, computer skills required. Medical students preferred.

Job Number: 10597

Classification Title: Program Assistant II
Working Title: Exec. Dev. Program Assist

Academic Year Positions: 0

Summer Positions: 1

Hourly Rate: \$10.00

Hours: 25 to 35

Department Name: Simon Grd Sch Bus Admin Grads

Interview Contact: Doris Griffin

Phone Number: 275-5247

Email Address: doris.griffin@simon.rochester.edu

Location: Schlegel Hall

Job Description:

IT duties, including data entry, data clean up, form creation and website updates. Assist with operations for Executive MBA class days. Inventory and maintain soda and other supplies. Follow up on student messages and requests. Assist with clerical work, including filing, copying, collating, making nametags. Respond to requests for information via telephone and in person.

25-35 hours per week. Friday availability needed, as well as some Saturdays.

Job Number: 9717

Classification Title: Office Assistant II
Working Title: Office Assistant

Academic Year Positions: 1

Summer Positions: 1

Hourly Rate: \$8.50

Hours: 15 to 20

Department Name: SON Students

Interview Contact: **Brenda Evarts**

Phone Number: **275-9941**

Email Address: brenda_evarts@urmc.rochester.edu

Location: HWH 3W-162

Job Description:

This position will be supporting the Budget/Finance Office in the School of Nursing. Responsibilities include (but limited to) copying, filing, running errands, filing out forms, updating databases and special needs that arise. Position requires daily entering of data into our encumbrance system. Attention to detail is essential, this individual must be able to follow direction as well as complete tasks independently when needed.

Job Number: 13855

Classification Title: Office Assistant III
Working Title: Office Assistant 3 - SON

Academic Year Positions: 1

Summer Positions: 0

Hourly Rate: \$9.00

Hours: 15 to 0

Department Name: SON Students

Interview Contact: **Nadine Taylor**

Phone Number: **275-0446**

Email Address: nadine_taylor@urmc.rochester.edu

Location: SON

Job Description:

Independent, detail oriented, motivated and personable office assistant needed in the School of Nursing's continuing education/adult learning office. The office assistant must possess the ability to professionally greet and provide service to students, faculty and staff. Duties may include registration, notification, billing and payment processing for non-credit classes, answering student and potential student questions via e-mail and telephone preparing for classes and events, developing and typing routine correspondence, maintaining and expanding mailing lists, mailing preparation, distribution of marketing materials, and routine clerical duties such as typing, answering phones, filing and errands. Our office is fast paced, and may call for special projects as needed. The ideal candidate will have a high level of proficiency in Microsoft Office. Hours are flexible between 9am - 5pm. We prefer someone who can work 3-4 hours per day. Job will start at 12-15 hours a week, with the opportunity for up to 20 hours.

Job Number: 14200

Classification Title: Computer Assistant III
Working Title: UIT Summer Internship - A

Academic Year Positions: 0

Summer Positions: 1

Hourly Rate: \$12.00

Hours: 40

Department Name: University IT / A&R

Interview Contact: Amy Baker

Phone Number: 275-4900

Email Address: amy.baker@rochester.edu

Location: UIT/A&R

Job Description:

Responsibilities will include aiding in the development of University IT communications material through writing, layout, and design, work with current IT Communications Team to advance specific print and web project for communication, training, and awareness needs associated with the organization and its presence in the University.

Job Number: 14206

Classification Title: Computer Assistant III
Working Title: UIT Summer Internship - H

Academic Year Positions: 0

Summer Positions: 1

Hourly Rate: \$12.00

Hours: 40

Department Name: University IT / A&R

Interview Contact: Amy Baker

Phone Number: 275-4900

Email Address: amy.baker@rochester.edu

Location: UIT/A&R

Job Description:

Reporting to, and under direction from the Technical Services Manager for Enterprise System, this position will assist in the creation of operational documentation for the system managed by Enterprise Systems. Experience with managing Windows and UNIX/Linux services and with document management tools is highly desired. The candidate must also possess excellent verbal communication skills interact with various levels of the organization to collect data, and must possess excellent writing skills. This is a temporary internship opportunity over a ten week period from June through August 2012.

Job Number: 14687 **Classification Title:** Computer Assistant III
Working Title: Graphic Designer & Web Develop

Academic Year Positions: 0
Summer Positions: 1

Hourly Rate: \$12.45 to \$0.00 **Department Name:** University IT / A&R
Hours: 40 **Interview Contact:** **Amy Baker**
Phone Number: 275-4900
Email Address: amy.baker@rochester.edu
Location: UIT/A&R

Job Description:

The Respiratory Pathogens Research Center at the University Of Rochester is looking to hire an undergraduate student with interest in working with and developing the center's website. This internship will be focused on developing and documenting the center's website. The candidate must possess excellent verbal and written communication skills to interact with various levels of the organization to collect website content. This is a temporary internship opportunity over a ten week period from June through August 2012.

Job Number: 15663 **Classification Title:** Computer Assistant III
Working Title: CRC Help Desk

Academic Year Positions: 0
Summer Positions: 1

Hourly Rate: \$12.00 to \$0.00 **Department Name:** University IT / A&R
Hours: 40 **Interview Contact:** **Amy Baker**
Phone Number: 275-4900
Email Address: amy.baker@rochester.edu
Location: UIT/A&R

Job Description:

The Center for Research Computing (CRC) at the University of Rochester is looking to hire an undergraduate or graduate student with interest in providing general help-desk support to research computing users. Candidates will be responsible for answering general email questions and providing administrative assistance to the CRC staff. The ideal candidate will have good communication skills and will have knowledge of using Windows, Mac OS X, and Linux desktops. Experience with cluster and parallel computing systems is desirable, but not required.

Job Number: 15822

Classification Title: Computer Assistant III
Working Title: Communication Assistant - A&R

Academic Year Positions: 0

Summer Positions: 2

Hourly Rate: \$12.45

Hours: 40

Department Name: University IT / A&R

Interview Contact: Amy Baker

Phone Number: 275-4900

Email Address: amy.baker@rochester.edu

Location: UIT/A&R

Job Description:

The Center for Research Computing at the University of Rochester is looking to hire an undergraduate or graduate student with interest in working with and developing applications for research computing systems over a ten week period from June through August 2012. The internship will be focused on developing and documenting applications for high performance computing (HPC) and "big data" computing systems. This is a temporary internship opportunity.

Job Number: 14205

Classification Title: Computer Assistant III
Working Title: UIT Summer Internship - G

Academic Year Positions: 0

Summer Positions: 1

Hourly Rate: \$12.00

Hours: 40

Department Name: University IT / DC

Interview Contact: Amy Baker

Phone Number: 275-4900

Email Address: amy.baker@rochester.edu

Location: UIT/A&R

Job Description:

Reporting to, and under the direction from the University IT Helpdesk Manager, this position will assist in the creation of operational documentation for the helpdesk to manage workflows used by the University helpdesk, communicating out change management maintenance notices to University IT, responsible for entering email request into the Service Requests System (HEAT) and prioritizing and escalating the request.

Job Number: 14639 **Classification Title:** Computer Assistant III
Working Title: Information Tech Analyst/Progr

Academic Year Positions: 0
Summer Positions: 1

Hourly Rate: \$12.00 **Department Name:** University IT / NC
Hours: 40 **Interview Contact:** Amy Baker
Phone Number: 275-4900
Email Address: amy.baker@rochester.edu
Location: UIT/A&R

Job Description:

The University of Rochester is recruiting an Analyst / Programmer Trainee who will provide technical proficiency while demonstrating well-developed customer service skills with user of information Technology's network and voice infrastructures. The Network Engineer position will take place over a ten week period from June through August 2012. This is a temporary internship opportunity.

Job Number: 12333 **Classification Title:** Computer Assistant III
Working Title: Help Desk Consultant

Academic Year Positions: 0 FWS Required
Summer Positions: 1

Hourly Rate: \$9.00 **Department Name:** Warner School of Education
Hours: 16 to 20 **Interview Contact:** Edward Morgan
Phone Number: 275-3087
Email Address: emorgan@warner.rochester.edu
Location: 4-160B Dewey Box 425

Job Description:

Working Title: Help Desk Consultant - Assist Warner School faculty with classroom technology, including computers and AV equipment. Provide support for setting up AV presentations using SMARTBoards/LCD projectors with DVDRHS players and computers. Provide computer desktop support and assist in digitizing video and paper files. Ability to explain technical concepts in easily-understood terms and excellent interpersonal skills required. Must be available and willing to work Monday-Thursday from 4:00pm to 7:00pm from May 21st to August 9th while summer classes are in session, other hours are also possible. . With prior planning some days off during the summer can be coordinated. Must be able to work independently, and be self-motivated. Other responsibilities are available such as web page design, depending on interest and skill level. Pay is negotiable depending on experience.

Job Number: 15720

Classification Title: Technical Assistant II

Working Title: Web Developer - Warner

Academic Year Positions: 1

Summer Positions: 1

Hourly Rate: \$12.00

Hours: 20 to 40

Department Name: Warner School of Education

Interview Contact: **Dave Garcia**

Phone Number: **276-3185**

Email Address: dtgarcia@warner.rochester.edu

Location: Warner School

Job Description:

The person in this position will be responsible for enhancing the Warner School Internet and Intranet by creating new features for the websites while working as part of a team. We are looking for a consistent, dedicated individual who has previous experience and can start working immediately on new applications. In addition to website design, this position also works with the other Warner IT staff to occasionally provide audiovisual and desktop support. Required Skills: Experience in developing websites using HTML, PHP, JavaScript, SQL or similar programming languages. For consideration, please send a resume and sample website urls, to dtgarcia@warner.rochester.edu. Pay can be negotiable depending on experience, and hours can be flexible during the summer (20-40).