



# ***NEED MONEY?***

## **SUGGESTIONS & RESOURCES TO HELP FIND A PART-TIME JOB ON OR NEAR CAMPUS**

*Rensselaer Polytechnic Institute, Troy, NY*  
Career Development Center  
DCC 209  
518.276.6234 [www.cdc.rpi.edu](http://www.cdc.rpi.edu)

Updated 8/09

# Just a note from the CDC Staff..

The following represents a list of possible places to look on or near campus for part-time employment. At the time of your job search, however, keep in mind that some or all of these offices, departments or organizations may not be hiring. In addition, not all of the offices or businesses listed here represent paid jobs – but rather opportunities to volunteer or receive credit.

Be courteous and professional with all individuals you interact with in your quest to find employment. And as always, we encourage you to meet with a Career Counselor in the CDC to assist you in developing strong job search skills and to help you create quality documents (resume, cover letters, CV's, etc.) to assist you in your search.

Be sure to activate your [JobLink](#) account through the CDC to review all on-campus interviewing opportunities and to view all open job postings.

# CAMPUS RESOURCES/Administration

## Office of Conference Services

- Location: Sharp Hall
- Phone #: 276- 6694
  - Summer Jobs Available
    - Summer Conference Coordinator
    - Summer Office Coordinator
  - Questions? Contact Norris Pearson, Manager  
[earnsn@rpi.edu](mailto:earnsn@rpi.edu)

## Houston Field House

- Location: Peoples Avenue
- Phone #:
- Check with the Admin staff, but most positions are filled by Work-Study Students

# CAMPUS RESOURCES/Enrollment

## Financial Aid

- Location: Academy Hall, 2000
- Phone #: 276-6813
- RPI/Federal Work Study: For students who qualify for this award, this is the list of the offices where students may request to work on campus.

**NOTE:** It may prove helpful to look at the offices on this list even if you do not have work-study as they may have additional projects from time to time.

- Check with Financial Aid, but most office positions are filled by Work-Study Students.

## Undergraduate Admissions Office

- Location: 15th Street and Sage Avenue
- Phone #: 276- 6216
- Student Ambassadors/Tour Guides
- Check with Admissions, but most office positions are filled by Work-Study Students

# CAMPUS RESOURCES/ .CIO (Division of the Chief Information Officer)

## Help Desk Services

- Location: VCC
- Phone #: 276-7777

## Machine Shop

- Location: SC BW 10
- Phone #: 276-6241

## MultiMedia Services

- Production & Video Services: 276-8461, DCC 133, [Contact](#)
- Media Operations: 276-8282, DCC 150, [Contact](#)
- Technical Services: 276-3293, DCC 156, [Contact](#)
- [Rensselaer Television Network](#)

# CAMPUS RESOURCES/Graduate School

## Outreach Programs

### Summer @ Rensselaer

- Location: CII 4011
- Phone #: 276-8351
- **RESIDENT COUNSELORS NEEDED - Free room and board**
  - Full and part time positions available - Free on campus housing
  - Applicants and job descriptions are available online at [HR Web site](#) at the end of January.

# CAMPUS RESOURCES/Student Life

## Athletics Department

- Location: AS & RC
- Phone: 276-6685
- Check with Athletics, but most positions are filled by Work-Study Students

## Archer Center for Student Leadership

- Location: Academy Hall 2232
- Phone: 276-2119
- Check with the Archer Center, but most positions are filled by Work-Study Students

## Career Development Center

- Location: DCC 209
- Phone: 276-6234
- Check with the CDC, but most positions are filled by Work-Study Students

## Dean of Students Office (DOSO)

- Location: Academy Hall, Suite 4600
- Phone: 276-6266
  - [Summer Staff Application](#)
  - [Summer STEP Programs:](#)
- [PREFACE Summer Program:](#)
- Check with DOSO, but most positions are filled by Work-Study Students

# CAMPUS RESOURCES/Student Life

## Office of the First Year Experience

- Location: Academy Hall 4100
- Phone #: 276-8632

### Student Orientation and Navigating Rensselaer & Beyond

- [SO/NRB Advisors – Request an application](#)
- [Coordinator Position / Advisor Position.](#) If you would like more information about these positions please email [fye@rpi.edu](mailto:fye@rpi.edu). Applications will become available mid-January.

## Religious Affairs

- Location: Chapel & Cultural Center  
2125 Burdett Avenue
- Phone#: 274-7793

## Registrar

- Location: Academy Hall 2000
- Phone #: 276-6231

## Residence Life Office

- Location: Commons Dining Hall
- Phone #: 276-6284
- [Resident Assistant Application](#)

## Rensselaer Union

- Location: RU
- Phone #: 276-6505

## Student Health Center

- Location: Academy Hall 3200
- Phone: 276-6287

# ON-CAMPUS RESOURCES/ Undergraduate Education

## Advising & Learning Assistance Center (ALAC)

- Location: Russell Sage Laboratory, first floor
- Phone #: 276-6269
- Tutors
- Learning Assistants
  - [Learning Assistant Application](#)

## Center for Initiatives in Pre-College Education

- Location: CII 3167
- Phone: 276-6906
- LEGO Robotics Mentoring Program
  - Volunteering this semester could lead to summer job possibilities. If you would like to get involved please contact Melissa Hershey, [hershm@rpi.edu](mailto:hershm@rpi.edu).

# ON-CAMPUS RESOURCES/ Institute Advancement

## Office of Alumni Relations

- Location: Heffner Alumni House, Peoples Ave.
- Phone #: 276-6205
- Red & White - a group of students who represent Rensselaer at high-visibility functions.
  - Applications for Red & White will be available in the spring semester.
  - Questions about Red & White? Please contact Chase Miller '10 at [millec4@rpi.edu](mailto:millec4@rpi.edu).
  - Red & White Brochure

# ACADEMIC/Schools

## School of Architecture

- [Library Information & Contact Form](#)

## School of Engineering

- [School of Engineering- Research](#)
- [School of Engineering – Available Projects](#)
- [Undergraduate Research Forum and Awards](#)

## School of Humanities, Arts & Social Sciences

- [Arts Dept.](#) – Research areas
- [Cognitive Science Dept.](#) – Research areas
- [Centers, Labs & Journals](#)

## School of Management

## School of Science

- Computer Science Dept – Hires undergraduate TA's for spring and summer classes. Must have a good background in Computer Science. Contact faculty/staff in CS Dept.

## Information Technology



# ACADEMIC/Undergraduate Research Program (URP)

URP Provides real-world, hands-on research experience for undergraduate students.

- [Applications](#)
- [Credit, Funding or Experience](#)
- [How to Find a Project](#)
- [Summer Undergraduate Research Program \(SURP\)](#)
- [Greening of Rensselaer Initiative, Undergraduate Research Program](#)

# ACADEMIC/Graduate Students

- **Math Department, Teaching**

Two sessions of courses are held over the summer. Each is about six weeks in length. Both instructor and TA positions are available during these sessions. An email is distributed in the spring semester notifying graduate students of the needs. Good opportunity for graduate students who are interested in teaching their own class.

- **Math Department, Research Assistant**

Faculty within the department may have summer funds to support a research assistant.

# ON-CAMPUS RESOURCES/Vendors

## Sodexo - Campus Dining Employment

Hospitality Services at Rensselaer is a great place to work! You can earn while you learn and meet interesting people while doing it. We offer competitive wages in the marketplace, flexible schedules and internship opportunities for student managers and supervisors.

- From the Sodexo website, click on [employment](#) and contact the person associated with the open positions you are interested in. Complete and [Employment Application](#) and interviews will be set up.
- Phone #: .276.6277

# LOCAL RESOURCES

## Troy

- [Downtown Businesses](#)
- [Visit Troy](#)
- [Discover Our Town.com](#)

## [Rensselaer County Chamber of Commerce](#)

- [Business Directory](#)

## [Rensselaer Technology Park](#)

- Rensselaer Technology Park is a university related park for technology ventures seeking a unique environment focused on the interface between industry and education.
- [Tenant's List](#)

## [The Children's Museum of Science and Technology \(CMOST\)](#)

- [Internships \(unpaid\)](#)

## [RPI Incubator Center](#)

- Rensselaer's Incubator Program was founded in 1980, making it one of the oldest U.S. incubators and the first U.S. incubator wholly sponsored and operated by a university.

## [SAMARITAN-RENSELAER CHILDREN'S CENTER](#)

- **RPI SUMMER DAY CAMP** – Contact Deirdre or Sheri at (518) 271-3748

## [Troy Boys & Girls Club](#)

- [Part-Time positions](#)

## Shopping Malls

- [Colonie Center](#)
- [Crossgates](#)
- Latham Circle Mall - US Route 9 and NY Route 2, Latham, NY