Need Money?

The Center’s Guide to Finding Local or Part-time Jobs on or Near Campus

Center for Career and Professional Development

DCC 209 - 518/276-6234
www.rpi.edu/dept/cdc

Rensselaer Polytechnic Institute, Troy, NY
(Updated June 2012)
Just a note from The Center’s 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 Center 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 Center to review all on-campus interviewing opportunities and to view all open job postings.
Office of Conference Services

- Location: Sharp Hall
- Phone: 276-6694

Summer Jobs Available

- Summer Conference Coordinator
- Summer Office Coordinator

Questions? Contact Norris Pearson, Manager  pearsn@rpi.edu
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.
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
**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.
**Athletics Department**
- Location: ECAV
- 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

**Center for Career and Professional Development (CCPD/The Center)**
- Location: DCC 209
- Phone: 276-6234
- Check with The Center, 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
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. 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

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 [Summer @ Rensselaer Outreach Programs](#).
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 redandwhite@rpi.edu
  - **Red & White Brochure**

- **weR Spirited** - weR is an emerging student organization dedicated to embracing the existing spirit on campus. Students, faculty, staff, and community members are welcome to join in supporting the idea that "Tradition Never Graduates @ Rensselaer". 
School of Architecture
- Library Information & Contact Form

School of Engineering
- School of Engineering - Research
- Undergraduate Research Program
- Undergraduate Research Forum and Awards

School of Humanities, Arts & Social Sciences
- Arts Department – Research areas
- Cognitive Science Department – Research areas
- Centers, Labs & Journals

Lally School of Management & Technology

School of Science
- School of Science Research

Information Technology and Web Science (ITWS)
- Undergraduate Research
URP’s provides real-world, hands-on research experience for undergraduate students. Check it out!

- Applications
- Credit, Funding or Experience
- How to Find a Project
- Summer Undergraduate Research Program (SURP)
- Greening of Rensselaer Initiative, Undergraduate Research Program
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.
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 Sodexho website, click on employment and contact the person associated with the open positions you are interested in.

- 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)

Emerging Ventures Ecosystems
- Do you have a business idea? As a student entrepreneur you have access to a myriad of resources starting with over 100 entrepreneurial related classes to lab facilities where you can test your ideas and build prototypes, to faculty and business advisors who can help shape and guide you to success, and even funding sources from grants, business plan competitions and possible Angel investments

SAMARITAN-RENSSELAER CHILDREN'S CENTER
- RPI SUMMER DAY CAMP – Contact Heather or Deirdre at (518) 271-3748.

Troy Boys & Girls Club
- Part-Time positions

Shopping Malls
- Colonie Center - Albany, NY
- Crossgates – Albany, NY