Career Center

Part-Time Jobs Newsletter

Week of December 14, 2015

Career Center
Lammers Hall Annex
(413) 572-5206
careers@westfield.ma.edu

Westfield
STATE UNIVERSITY
Founded 1838

To view online, visit www.westfield.ma.edu/careercenter - Click on “Job Search Tools” and “Part-Time Jobs Newsletter” icon.


**Current Part-Time Job Listings**

**Student Jobs at Westfield State University:** Many part-time positions available for Trust Fund and Work Study student jobs **on campus:** Go to [www.westfield.ma.edu](http://www.westfield.ma.edu), click “Employment”, click “Temporary/Seasonal”, click “Part-time Student Jobs”.

**Retail, Loss Prevention, Public Safety Officers, Etc.:** Apply in person at Holyoke Mall, Eastfield Mall, MA, Lee Premium Outlets, MA - or Enfield Mall, CT: Seasonal work available too; Visit your favorite stores OR ask for the “Job Listings” at the Mall Customer Service Desk!!

**Office Assistant:** Seasonal from Nov. to March; Grimaldi Oil Inc., 1121 East Columbus Ave., Springfield, MA; More info. call 413-788-9661; [www.grimaldioil.com](http://www.grimaldioil.com) 1214.

**Receptionist:** Changes Salon, 157 Main St., Northampton, MA; Work Tues.&Wed. (3-9PM), Wed. (8:30AM-3PM), Friday (2-7PM), Sat. (8:30AM-5PM); Will train; Apply in person with resume. 1214.

**Bookkeeper:** Northeast Security Solutions, Inc. in West Springfield, MA; Work 25 hrs./wk., flexible; Accounting Majors encouraged; Apply online at [http://northeastsecuritysolutions.com/careers/](http://northeastsecuritysolutions.com/careers/) 1214.

**Retail Sales Associate Cashier:** Mobil Gas Station, 181 Elm St., Westfield, MA; More info. call 413-562-5420; Apply in person. 1214.

**Front Desk Coordinator:** Bella MadSpa, 53 Court St., Westfield, MA; This can be a **job/internship:** Work 15-20 hrs./wk.; $10/hr.; **Start Jan. 4:** Customer service & admin. assist; Skills; Send resume & CL to Lori Kolensky at [LKolensky@gmail.com](mailto:LKolensky@gmail.com) 1214.

**PT Police Officers:** Town of Huntington, MA; 1 year exp. in law enforcement pref.; Associate Degree in Criminal Justice or related field pref.; Current First responder/CPR certifications ICS 100,200 NIMS 700 & 800; Send resumés & copies of the certifications to: Huntington Police Department, PO Box 446, Huntington, MA 01050; Deadline to apply is **Dec. 22, 2015.** 1214.

**Summer Reserve Patrol & Community Service Officers:** FT job; Town of York; Send Application, Resume, Essay to Cpt. Charles J Szeniawski, ME Police Dept., 36 Main St., York, ME 03909 by February 20, 2016; Quest. Contact Virginia Avery, 207-363-1031 or [vavery@yorkpolice.org](mailto:vavery@yorkpolice.org)


**Propane Forklift Operators:** Staffmark, a climate controlled warehouse; $13.00/hr.; Various shifts; 1 year exp. pref.; Lift 50 lbs.; Application online at [www.mystaffmark.com](http://www.mystaffmark.com); East Windsor, CT Staffmark office; [http://jobs.masslive.com/jobs/forlift-operators-job-fair-mon-12-7-westfield-massachusetts-01085-82576187-d](http://jobs.masslive.com/jobs/forlift-operators-job-fair-mon-12-7-westfield-massachusetts-01085-82576187-d) 1214.

**Cashiers:** SP+ (Standard Parking) at Bradley Airport, Windsor Locks, CT; Nights and/or Weekends; Training provided; $10.22/hr.; Background & drug test req; Apply at [www.spplus.com](http://www.spplus.com) 1214.

**Driving Instructor:** Will train; For more information email: [uniteddrivingschool@gmail.com](mailto:uniteddrivingschool@gmail.com) or call: 413-731-9900.

**Assessor’s Clerk:** Town of Wilbraham, Selectmen’s Ofc., 240 Springfield St., Wilbraham, MA 01095; Work 19.5 hrs./wk.; $15.05/hr.; General office duties; Exp. pref.; Application & info. at: [www.wilbraham-ma.gov](http://www.wilbraham-ma.gov) 1214.

**Wait Staff:** Grapevine Restaurant, 753 Maple Rd., Longmeadow, MA; Will train; Lunch & Dinner shifts; Apply in person. 1214.

**Wait Staff:** Various shifts; Armbrink Village, 551 North Road, Westfield, MA; Apply in person or send resume to [ckeledrici@armbrookvillage.com](mailto:ckeledrici@armbrookvillage.com) 1214.

**Child Watch & Pre-School Staff:** After school and/or early evening programs; For more info. call Michelle Anamatis at 413-568-8631 ext. 306 OR apply in person at YMCA, 67 Court St., Westfield, MA. 1214.

**Service Desk Attendant:** Will train; Work 10-12 hrs./wk.; Work 5AM shift; East Longmeadow Healthtrax; Apply at “Employment” [http://www.healthtrax.com/about-us/employment-opportunities](http://www.healthtrax.com/about-us/employment-opportunities) 1214.

**Bookkeeper/Payroll Clerk:** Must have exp. QuickBooks & payroll tax returns; Send resume to 30 Court St., Ste. 6, Westfield, MA 01085 or [JLiptak@johnliptakcpa.com](mailto:JLiptak@johnliptakcpa.com) 1214.

**Paid Marketing/Content Intern:** Start ASAP; Work 3-6 months; 20 hrs./wk.; Use Wordpress, social media, writing; Send resume, cover letter, transcripts, writing sample to Courtney Richards, Office Coordinator, Global Educators, 17 New South St., Ste. 301, Northampton, MA 01060 OR [Courtney@globaleducatorsinc.com](mailto:Courtney@globaleducatorsinc.com) (413)5820407 ext.5030.

**Banquet Servers:** Hotel Northampton, 36 King St., Northampton, MA 01060; Some exp. pref.; Must carry heavy trays; Bring or mail resume to Hotel Front Desk.

**Host/Hostess:** Chicago Sam’s Sports Bar & Grill, 95 Elm St., Enfield, CT 06082; Work Thurs., Fri. & Sat. evenings, Sun. afternoon; Will train; Apply in person; Questions call 860-741-2936. 1214.

**Seasonal Retail:** Nike Store; Premium Outlets Blvd., Ste.530, Lee, MA 01238; Apply at [www.retailjobs.nike.com](http://www.retailjobs.nike.com)

**On-Air Personality:** Some exp. pref.; Will train; Must know country music; Bear Country FM 95.3; Send resume & letter of interest to [dquin@whai.com](mailto:dquin@whai.com) or mail to WPVQ/WHAI, 81 Woodard Rd., Greenfield, MA 01301; For questions, call 413-774-4301. 1214.
Wait Staff & Bartenders: Shaker Farms Country Club, 866 Shaker Rd., Westfield, MA; ASAP; Contact Nancy Kotowitz at 413-568-4087 or email questions to info@shakerfarmgcc.com 1214.

Paid Marketing/Social Media Intern: Alternative Furniture, 170-172 Elm St., Westfield, MA; Manage social media & website; $10/hr.; Go to store for interview with Marie Petlock on Tues.-Sat., 10AM-5PM or call 413-562-3600 for more information. 1214.

Counter Help: Donut Dip, West Springfield, MA; various shifts; Will train; Call 413-733-9604 (from 7AM-3PM) to discuss availability, experience, set up interview. 1214.

Servers & Bussers: Pref. Serve Safe & T.I.P. certified & Exp.; Please apply in person Mon.-Sat., from 10AM-2PM; Villa Napoletana, 664 N. Main St., East Longmeadow, MA. 1214.

Bartender: Must be TIPS Certified; Send resume to btabbsr@gmail.com or fill out an application at Olympia Ice Center, 125 Capital Drive, West Springfield, MA 01089. 1207.

Legal Assistant: Work 20-35 hrs./wk.; Great for CJ & law students; Send resume & CL to Mary Anne Stamm at Hare, Stamm & Harris, 1350 Main St., Springfield, MA 01103 OR mas@harestamm.com or fax 413-732-5828. 1207.

Paid Marketing/Social Media Intern: Alternative Furniture, 170-172 Elm St., Westfield, MA; Manage social media & website; $10/hr.; Go to store for interview with Marie Petlock on Tues.—Sat., 10AM-5PM or call 413-562-3600 for more information. 1207.

Driving Instructors: Work afternoons; Training provided; Winchester Auto School; Call for more information at 413-567-1580 or 413-739-2533. 1207.

Customer Service Representatives: Work weekends & other flex. hrs. avail.; Training provided; Must type 35 wpm; Speak a foreign language a plus; Location in Enfield, CT (Legio); Apply in person at CoWorx Staffing, 1275 Elm St., Ste.A, West Springfield, MA 01089 OR Send resume to Gina Iannuzzi at gina.iannuzzi@coworxstaffing.com 1207.

Sales Associates (Retail): Pure Hockey, West Spfld., MA store; Customer service w/ knowledge of hockey or the lacrosse industry; Apply at www.purehockey.com/careers

Medical Scribes (Transcriptionists): Paid training; Flexible schedules; Ear, Nose & Throat Surgeons of Western New England, 100 Wasson Ave., Ste.100, Spfld., MA 01107; Apply online at www.scribeamerica.com – Any Questions, call Danielle Glenn at 413-221-2934. 1207.

HHA’s & LPN’s & CNA’s: All About You LLC Home Care, 2 Mechanic St., Ste. 7, Easthampton, MA; All shifts available, mileage paid; For more information to to www.aayllc.net or call Mary-Anne DiBlasio at 413-439-0883 or email mary-anne@aayllc.net 1207.

On-Call Custodians: Easthampton Public Schools; 1st & 2nd shifts avail. (flexible); $12.26/hr.; Start ASAP; CORI Check; Apply at City of Easthampton, Superintendent of Public Schools, 50 Payson Ave., Ste.110, Easthampton, MA 01027. 1207.

Food Worker/Manufacturing: BC Jerky, LLC, Westfield, MA; mfg. beef jerky; Will train; Shifts typically 7am to Noon, or 1pm to 6pm; Please contact Tony at 413-265-5331.

Parks & Recreation School Basketball/Swim Supervisor: Supervise Winter Rec. programs; Collect fees; Work Mon.-Fri., 5:30-9PM & Sat. 8:30AM-5PM & Sun. 9AM-4PM; Apply ASAP in person at City of Easthampton, Personnel Director, 50 Payson Ave., Easthampton, MA 01027. 1207.

Cashier/Operator: At, Sarat Ford, 245 Springfield St., Agawam, MA; For more info. call 413-693-0118. 1207.

Floral Designer/Cashier/Clerk: Work w/ fresh & silk flowers, customer service; Flexible hrs.; Apply in person at Sixteen Acres Garden Ctr., 1359 Wilbraham Rd, Spfld. MA or call Judy at 783-5883 ext.100. 1207.

Bank Teller: Freedom Credit Union, Springfield, MA; Work19 – 25 hrs./wk.; Bi-lingual (English/Spanish) pref.; Will train; Send resume, letter of interest including the position & location of interest and salary requirements to: hrjobs@freedom.coop 1130.

Dispatcher (Operations Specialist): Work weekends; Computer skills, will train; Please apply in person or online at www.nationalambulance.net National Ambulance, 425 St. James Ave., Springfield, MA 01109, Mon.-Fri., 8AM-5PM; Quest. call Kirill at 413-736-0092 ext.13. 1130.

Bank Teller: Polish National Credit Union, 1 Parkside Ave., Westfield, MA; Must have good customer service skills; Will train; For more info. call Cynthia Houle at 413-568-9973 or email resume & CL to employment@pncu.com

Home Health Aides & CNA’s: Visiting Angels; Flexible hours; Paid training; Work in Holyoke, S. Hadley, Longmeadow, Westfield, Southwick; Nursing Students encouraged to apply; Contact Joseph Arduino 413-733-6900, hgobeil@comcast.net or go online at www.visitingangels.com 1130.

Host/Hostess: Must multitask, positive attitude, dress to impress; Will train right person; Apply in person from 10AM-2PM, 664 N. Main St., East Longmeadow, MA. 1130.

Security or Bartender or Coat Check: Pearl St. Nightclub, 10 Pearl St., Northampton, MA; Apply in person ASAP. 1130.

Server: The Russell Inn in Russell, MA; Experience pref.; Pay is minimum wage plus tips; Please call 413-862-3608.

Warehouse Selectors: Work Tues.-Fri.; 6-10AM; Requires heavy lifting; Apply in person at T&R Wholesale, 745 Springfield St., Feeding Hills, MA. 1130.

Bartender & Wait Staff & Banquet Wait Staff & Hostess: Various shifts; Nights & Weekends (holidays); Must have experience; Apply in person at Tucker’s Restaurant, 625 College Highway, Southwick, MA. 1130.
Ski Tech Mechanic & Retail Sales: Colorado Ski & Bike Shop; 1160 Westfield St., West Springfield, MA; Various days/hours; apply in person or email resume/questions to Diane@coloradoaskishop.com or call 413-746-4144. 1130.

Retail/Key Holder: Solstice Sunglasses in Holyoke Mall in Holyoke, MA; Work flexible hours; Will train; Apply online at www.solsticesunglasses.com click “Careers”. 1130.

Customer Service: NESCOR Home Improvements, 148 Doty Circle, West Springfield, MA; Will train; Work Tues.-Thurs., 3-8PM and Sat.; Apply in person; Questions contact 413-739-4333. 1130.

Activity Assistant: Arbors at Westfield, 40 Court St., Westfield, MA; Work every other Sunday (1:30-4PM) & 1 or 2 Saturdays/month (9-11:30AM & 1:30-4PM); Call Mary Argenio at 413-562-0001 for more information. 1123.

Security Officers: Liberty Security Service, West Springfield, MA; Various shifts; Must be 21 yrs. age, pass background checks; Phone & Car a must; Will train; Bilingual a plus; For more information call 413-747-8122.

Seasonal Science Student Teaching Jobs: Student Teachers for “Mad Science” programs in New England; Fun with Science for children; No degree necessary; Various days and hours are available; All Year Long; Apply online at http://westnewengland.madscience.org/workforus.aspx

Skateboard Teachers: Seasonal; Teach private lessons; $15-30/hr.; Various MA locations, days & hours; More info & apply at: www.goskate.com/lessons_employ.html 1123.

Guitar, Bass Guitar, Percussion, Piano/Keyboards, Vocal Instructors: At Music Speaks, 341 N. Westfield St., Feeding Hills, MA 01030, 413-301-7007; apply at info@musicspeaks-ma.com 1123.

Valet Parking Attendants: Springfield, MA area; Flexible shifts; Nights & weekends too; Questions to 413-827-0871. For information & application form, please go to: http://ch.te.taleo.net/CH11/ats/careers/requisition.jsp?org=VALETPARKOFAMERICA&ws=1&rid=12 1123.

Retail, Security, Customer Service, Warehouse, Etc.: Seasonal positions (holiday breaks too); At Yankee Candle Village, 25 Greenfield Rd., South Deerfield, MA; Training provided: 1st & 2nd shifts; Weekends avail.; Apply online at: www.yankee candle.com 1123.

Warehouse Selectors: For C&S Wholesale Grocers Frozen Warehouse; Flex. Hours; Locations in Westfield & N. Hatfield, MA and Suffield & Windsor Locks, CT; Training provided: Earn $12.50/hour; For more info. call 413-247-3740 and/or apply online at www.weselectthebest.com


For More Part-Time Job Listings, Visit:


Disclaimer:

All hiring and compensation for work performed by student employees is handled directly between the student and the employer. The Westfield State University Career Center does not perform background checks on students applying for jobs, nor on employers posting job opportunities. Employers and students are encouraged to request reference information from each other as needed to establish qualifications, credentials, and overall fit between the employer and the student applicant. The Career Center makes no representations or guarantees about positions posted by this office. We are not responsible for safety, wages, working conditions, or any other aspect of off-campus employment. Students are urged to perform due diligence in researching employers when applying for or accepting private, off-campus employment.