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**BECOME A
CERTIFIED
NURSING ASSISTANT**

Get training to become a CNA and start your career in Healthcare at **NO COST!**

Eligibility Requirements:

- 18+ Years Old
- High School Diploma/GED
- Ability to pass background check, fingerprinting and drug test
- Valid NYS driver's license and reliable transportation
- Must be willing, ready and able to work up to 40 hours per week upon completion
- Must be a Sullivan County Resident

Class information

Starting September 8th through November 24th, 2025
from 5:30pm to 9:00pm
Monday through Thursday
Classes held at SUNY Sullivan
Sign Up Now
Limited seating available!!!!
Application deadline is August 8th, 2025

FOR MORE INFORMATION CALL

 **845-794-3340**

**Paid for by the Sullivan County Legislature and federal funding**



Psychosocial Rehabilitation Provider * Access: Supports for Living Monticello, NY

Overview: Access: Supports for Living is seeking a Psychosocial Rehabilitation Provider in Monticello, NY.

The Psychosocial Rehabilitation Provider will provide community-based services to children and families who may have difficulty engaging in formal office settings.

A Psychosocial Rehabilitation Provider offers: Social and interpersonal skills, community integration, and daily livings Skills

Requirements:

High School Diploma/GED

Clean and insurable valid NY State Driver License

Reliable Vehicle

2 years' experience in children's mental health, addiction, foster care and/or related human services field

ALL POSITIONS ARE SUBJECT TO A CRIMINAL BACKGROUND, FINGERPRINTING AND MOTOR VEHICLE REPORT CHECK.

Shift, Salary, and Benefits: This is a Part-Time Per Diem position, \$15.50 to 15.60 per hour, Benefits are only offered to full-time employers.

To apply go to <https://accesscareers.ttcportals.com/jobs/14986928-psychosocial-rehabilitation-provider>

Pharmacy Technician * K & K Pharmacy Liberty, NY

Overview: The K & K Pharmacy is seeking a Pharmacy Technician in Liberty, NY.

The Pharmacy Technician communicates with patients, manage transactions with patients using cash register, counts medicine, and assists pharmacist.

This position requires the following skills;

Good Communication

Computer skills

Customer service

Organization

Salary and shift; \$15.50 hour, this is a full-time position, Monday - Saturday from 9 AM - 6 PM

Apply by calling Samir Shah at 845-292-3430, or emailing kandkpharmacy@gmail.com, or apply in person at K & K Pharmacy, 187 Mill Street, Liberty, NY 12754.

Bookkeeper / Office Worker * Upstate Abstract of New York Inc Monticello, NY

Overview: Upstate Abstract of New York Inc is seeking a Part-time Bookkeeper/Office Worker in Monticello, NY.

The Bookkeeper/Office Worker will be responsible for answering phones, bookkeeping including accounts receivable, documenting financial transaction details and monitoring the transactions, preparing and filing financial documents, and other secretarial duties.

Skills needed to perform the job:

Bookkeeping

Computer Skills (Excel and Word)

Telephone Skills

Customer Service

Secretarial Skills

Requirements:

Associate's degree

Valid Driver's License

2 years' experience

Shift and Salary: This is a Part-time position, Monday - Friday (Flexible), Shift is flexible, \$18.00 - \$21.00 per hour depending on experience

To apply email resume to upstateabstractofnewyorkinc@gmail.com or call 845-794-8413.

Paramedics * SeniorCare EMS Monticello, NY

Overview: SeniorCare EMS is seeking Paramedics in Monticello, NY.

The Paramedics are responsible to perform duties of AEMT-4/Paramedic through 911 system on the scene of emergencies. As necessary, accompany patient during transport to the hospital.

Major skills needed to perform the job:

Patient assessment/diagnosis

Treatment under collaborate protocol

Coordinate providers on-scene

Assist with transportation of patient

Requirements:

Physical Exam

Reference Check

Valid NY State Driver's License

High School Diploma or GED

State EMT card, DL, HV MAC

1 year experience

Shift, Salary, and Benefits: These positions are both Part-time and Full-time, Monday-Sunday, shift varies, \$31.50 - \$37.00 hourly depending on experience, Benefits include: Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, 401K/Retirement, and Clothing Allowance.

Apply by contacting Ross Terranova by email at info@scemsny.com

Multiple Positions * SUNY Sullivan Loch Sheldrake, NY

Overview of Services: SUNY Sullivan is seeking a Director of Residence Life (FT) in Loch Sheldrake, NY. Reporting to the Dean of Students and Enrollment Management, the Executive Director is the management position for the Eco Green Townhouses and supports all facets of residence life at SUNY Sullivan. Areas of responsibility include coordination with all relevant College services and/or delegation in the areas of residence management and administration, resident student programming, customer service, business and fiscal operations, buildings and grounds operations, and overall quality of residence life at SUNY Sullivan.

Required Qualifications:

Bachelor's degree in student affairs, crisis management, or a related field

Minimum of 5 years' experience in residence life work with increasing degrees of responsibility in residence life management

Experience working with a board of directors or similar body

Demonstrated experience in budget development and financial management

The ideal candidate will possess proven leadership qualities, excellent oral and written communication skills as well as the ability to inspire achievement among students

Skills:

Excellent communication and interpersonal skills

Conflict resolution and problem-solving abilities

Knowledge of student development and engagement strategies

Ability to manage multiple projects and deadlines effectively

Budget management and resource allocation skills

Familiarity with legal and regulatory compliance in higher education housing

Responsibilities:

Programming

Develop and administer an annual plan for residence hall programs, including the supporting budgets

Plan and execute social, developmental, cultural and academic events for student

residents of Eco Green Townhouses, in collaboration with the rest of the College

Work with Learning Center staff to develop and support tutoring and mentoring programs for residential students

Develop leadership and mediation skills in residential students through a range of programming, developing student leaders with mediation skills

Work with relevant college personnel to develop and market summer and other programming at the resident facility

Student Recruitment and Orientation

Collaborate with the Admissions and Enrollment management in support of student recruitment

Coordinate student orientations and onboarding in collaboration with other College units

Oversee billing and other administrative functions for student residents, ensuring good communication and understanding with student residents on a range of issues, including licenses, deposits, assignment of roommates, and transportation

Support students' quality of life and facilitate life skills trainings as needed

Administration and Operations: Safety and Security

Financial Management

Working Conditions and Physical Requirements:

Long, irregular hours, including evenings, weekends, and on-call shifts for emergencies

Office and campus presence, multitasking between administrative duties and student interactions

Deals with student crises, conflict resolution, and mental health support; emotionally demanding

Assists students with life skills including cooking, cleaning, basic maintenance

Shift and Salary: Position is Full-Time and includes sharing evening and weekend responsibilities. 35 Hours a week, Mon-Fri, \$60,000.00 to \$70,000.00, Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

To apply please submit your cover letter, resume, and the contact information including emails for 3 professional references (one supervisor) to humanresources@sunysullivan.edu

Overview of Services: SUNY Sullivan is seeking an Executive Director of Institutional Effectiveness and Assessment (FT) in Loch Sheldrake, NY.

The Executive Director (ED) of Institutional Effectiveness (IE) & Assessment will lead SUNY Sullivan in developing, implementing and revising comprehensive assessment programs that align resources with the Colleges strategic goals, continuous improvement objectives, and accreditation standards. Reporting to the College President, the Executive Director collaborates with executive leadership across the institution, including Executive Council, Presidents Cabinet, the ALO, and Director of Institutional Research and Technology.

The Executive Director partners with the Director of Institutional Research and Technology to oversee the collection, organization, analysis, and reporting of institutional data. They serve as a key resource for the Presidents Cabinet in establishing data and information for setting institutional priorities, assessing performance, and improving outcomes. The Executive Director participates in planning, policy formulation, budgetary decisions, and problem-solving, providing guidance and support for informed institutional decision-making. The ED will lead efforts to foster a culture of assessment and effectiveness at the College.

Requirements:

Masters degree in education, educational administration, business, or related field.

Minimum of five (5) years of progressively responsible administrative experience with leadership, planning, analytic and management skills.

Exceptional communication skills with the ability to engage effectively with diverse stakeholders, including students, staff, faculty, alumni and community leaders.

Proven ability to mediate and gain consensus among varied constituencies.

Strong analytic and quantitative skills, including statistical expertise sufficient for overseeing institutional research.

Experience in a higher education environment preferred

Skills to perform job:

Experience with data visualization tools (e.g., Tableau, Power BI).

Strong proficiency in data analysis software (e.g., Excel, SPSS, SAS, R).

Ability to query and extract data from student information systems (SIS).

Knowledge of SQL or other programming languages for data manipulation.

Responsibilities:

Use assessment data to guide strategic planning and decision-making.

Collaborate with leadership to ensure institutional objectives are met through effective planning and resource allocation.

Lead the development and implementation of the institutions strategic plan.

Work with academic and administrative units to create actionable strategies for continuous improvement based on assessment results.

Oversee the development of key performance indicators (KPIs) to track progress toward strategic goals.

Support divisions in utilizing data from the Institutional Research (IR) office to enhance program effectiveness.

Ensure effective use of data in institutional planning and evaluation.

Foster a culture of evidence-based decision-making related to academic and administrative improvement.

Serve as a resource for faculty, staff, and administrators

Oversee the academic and non-academic assessment process including data collection, and analysis of data related to the assessment plan.

Coordinate college-wide efforts to improve student learning.

Promote a campus-wide understanding of institutional goals and performance metrics.

Inform the campus community about available research data.

Perform other job-related duties as assigned by the College President or designee.

Shift and Salary: Position is Full-Time, 35 Hours a week, Mon-Fri, \$85,000.00 to \$95,000.00, Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

To apply please submit your cover letter, resume, and the contact information including emails for 3 professional references (one supervisor) to humanresources@sunysullivan.edu

Overview of Services: SUNY Sullivan is seeking a Vice President for Academic and Student Affairs in Loch Sheldrake, NY.

The academic champion at SUNY Sullivan, the Vice President for Academic and Student Affairs ensures the college pursues its ambitious mission offering every student a high-quality education and an exceptional student experience. A senior member of the colleges leadership team, the VP 1) leads and manages the planning, assessment and delivery of all academic functions at the college; 2) oversees the administration and operations of all academic and related student functions 3) ensures the alignment of all student services with academic priorities; 4) represents the college with SUNY and with all relevant external groups; and 5) functions as the colleges chief administrative officer when so designated.

The Vice President for Academic and Student Affairs directly supervises the academic departments; Director of Workforce Development; Dean of Liberal Arts, Sciences, and Health Sciences, Public Services Librarian; a Senior Administrative Associate, and others as so determined.

This position reports to the President and participates in the Presidents Executive Council and Cabinet. It is classified Management/ Confidential.

Requirements:

Terminal degree strongly preferred

Extensive teaching experience, preferably at the community college level

A minimum of five years of academic administrative experience at the level of dean or above

Experience and knowledge of curricula and program development, assessment and improvement

Outstanding communication skills

Proven judgement to make difficult decisions

Established ability to use data to facilitate improvements

A documented commitment to a student-centered learning environment and to the comprehensive community college mission

Proven ability to create inclusive academic environments that prioritize access, diversity and student success

DUTIES AND RESPONSIBILITIES:

Planning and Assessment

Consults with the President and other staff members concerning the short and long-range goals of the College.

Assists supervisors in the development of unit plans, which are combined into the academic and student services plans and drive decision making in the units.

In consultation with faculty and student services personnel, develops, reviews and approves new programs and overall policies and procedures for the day-to-day operation of the instructional and student services activities.

Establishes a mechanism for regular and on-going evaluation/program review and audit of academic programs and student services. Recommends programs for deletion based on annual review findings.

Directs assessment in the instructional and student services units.

Administration and Operations

Develops the budget for the instructional and student services unit and, in cooperation with the Finance Office, reviews and approves budget requests which provide for the attainment of goals in accordance with approved plans.

Supervises the master schedule of classes, faculty handbook and other published materials. Facilitates the development and updating of the College on-line catalog.

Disseminates to the college community and maintains compliance with SUNY System policy and procedure, including submission of required reports.

Oversees the development and maintenance of articulation and cooperative agreements with other institutions of higher education, BOCES, and business/industry.

Other reasonable duties as assigned/or appropriate by the President.

Shift and Salary: Position is Full-Time, 35 Hours a week, Mon-Fri, \$110,000 Annual Salary, Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

To apply please submit your cover letter, resume, and the contact information including emails for 3 professional references (one supervisor) to humanresources@sunysullivan.edu