



DUTCHESS COUNTY

Seasonal Student Worker Program

2026 Summer Season

These positions are for students that are either:

- (A) Dutchess County residents entering or attending a college/university; OR
- (B) non-Dutchess County residents entering or attending a college/university located in Dutchess County.

- *All Candidates must be at least eighteen (18) years of age at time of application*
- *All positions will require fingerprinting. Fingerprint information will be given when a conditional job offer is made.*
- *In order to apply, you will need to go to www.dutchessny.gov/jobs to submit an on-line application **AND** you need to complete the **Assignment Preference Sheet** below and upload with your on-line application.*

Below is a brief description of the various assignments. Please review all the available positions and then indicate in the boxes below your *1st, 2nd and 3rd choice* areas of interest. If you do not select any preferences, you will be sent for consideration for all assignments that do not require specific criteria.

If you have any questions, contact the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601, (845) 486-2169.

2026 Assignment Preference Sheet

Name:	Date:
E-mail:	Phone #:
School Attending in the Fall:	Year of Study (circle one): Freshman/Sophomore/Junior/Senior Graduate Study

<u>Department of Public Works:</u>	
<i>Parks Education</i>	<input style="width: 50px; height: 20px;" type="text"/>
<i>Architectural</i>	<input style="width: 50px; height: 20px;" type="text"/>

<u>Office Clerical:</u>	
<i>DPW Parks</i>	<input style="width: 50px; height: 20px;" type="text"/>
<i>Office for the Aging</i>	<input style="width: 50px; height: 20px;" type="text"/>
<i>Department of Human Resources</i>	<input style="width: 50px; height: 20px;" type="text"/>
<i>Department of Community and Family Services (DCFS)</i>	<input style="width: 50px; height: 20px;" type="text"/>
<i>Health:</i>	<input style="width: 50px; height: 20px;" type="text"/>

<u>DEPARTMENT OF FINANCE:</u>	
<i>Accounting/Finance</i>	<input style="width: 50px; height: 20px;" type="text"/>

<u>OCIS:</u>	
<i>Information Technology Operations</i>	<input style="width: 50px; height: 20px;" type="text"/>

<u>Health:</u>	
<i>Environmental Health</i>	<input style="width: 50px; height: 20px;" type="text"/>
<i>Public Health & Disease Prevention</i>	<input style="width: 50px; height: 20px;" type="text"/>

2026 Seasonal Student Worker Assignment Descriptions and Pay Rates

DPW – Buildings (Architectural)	Salary: \$16.50	Location: Poughkeepsie
Assists with field measurements and the creation and/or organization of digital drawings and specifications. Assist with organization of paper documentation of building plans and specifications. Attends meetings for design and construction. Individual should be pursuing a degree in Architecture or Engineering. <i>Individual must possess a valid driver's license to operate a motor vehicle in NYS.</i>		

DPW – Parks Education	Salary: \$16.00	Location: Bowdoin Park
Assigned to Bowdoin Park to assist Park Naturalists with prepping for and running summer programs.		

Office/Clerical (various)	Salary: \$16.00	Location: Various
<i>DPW Parks:</i>	Wilcox or Bowdoin Park. Work involves assisting office staff with reservations, answering telephones and assisting with customers.	
<i>Office for the Aging:</i>	Work involves routine clerical support services including keyboarding, filing and data management; Senior Picnic program setup/breakdown, collect payment at picnics and surveys.	
<i>Department of Human Resources:</i>	Work involves routine clerical support services including keyboarding, filing and data management.	
<i>Department of Community and Family Services (DCFS):</i>	Work involves routine clerical support services including keyboarding, filing and data management, assisting with Foster Care picnic, youth summit and other event activities.	
<i>Health:</i>	Document scanning projects, data entry and answering phones.	

Office of Central and Information Services (OCIS)	Salary: \$16.50	Location: Poughkeepsie
Assists with tasks related to information technology operations: developing and completing an inventory of data, hardware, and/or software; testing software and configurations; creating or updating system or user documentation; or deploying hardware and software. <i>Individual should be pursuing a degree in computer science, information technology, information systems or a related field.</i>		

Health – Environmental Health Services	Salary: \$16.00	Location: Poughkeepsie
<p>Involves collecting water samples (public water systems, bathing beaches etc.) and entering sampling data into computer. Assist sanitarians, technicians and engineers with facility inspections. May participate in other projects including digitizing records. Should be pursuing a degree in science, i.e. chemistry, biology, with preliminary science course work having been completed; an ability to work independently.</p> <p><i>Individual must possess a valid driver's license to operate a motor vehicle in NYS, as well as possession of a car, as extensive field work is required.</i></p>		

Health – Public Health & Disease Prevention	Salary: \$16.00	Location: Poughkeepsie
<p>Conduct surveillance and reporting activities for tick, food and water borne diseases. Assist Public Health and Disease Prevention Division and Public Health Education Coordinators with interviews, public outreach and education.</p> <p><i>Individual should be pursuing a degree or career in Public Health or the sciences.</i></p>		

Finance	Salary: \$16.50	Location: Poughkeepsie
<p>Duties will include updating multiple spreadsheets, interest spreadsheet, posting receipts entered by accountants, and helping balance accounts.</p> <p><i>Individual should be pursuing a degree in Accounting or Finance.</i></p>		