



DUTCHESS COUNTY

Seasonal Student Worker Program

2025 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 and e-mail this form to hrexams@dutchessny.gov.

Name:	Date:
E-mail:	Phone #:

Attached 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 not requiring specific criteria.

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

Health:	
<i>Environmental Health</i>	<input type="checkbox"/>

Department of Public Works:	
<i>Parks Education</i>	<input type="checkbox"/>
<i>Architectural</i>	<input type="checkbox"/>

<u>OCIS:</u>	
<i>Information Technology Operations</i>	<input type="checkbox"/>

<u>Office Clerical:</u>	
<i>Department of Community and Family Services (DCFS)</i>	<input type="checkbox"/>
<i>Department of Human Resources</i>	<input type="checkbox"/>
<i>Office for the Aging</i>	<input type="checkbox"/>
<i>Department of Health</i>	<input type="checkbox"/>
<i>Parks</i>	<input type="checkbox"/> Wilcox Park (Town of Milan) <input type="checkbox"/> Bowdoin Park (Town of Wappinger Falls)

<u>DEPARTMENT OF FINANCE:</u>	
<i>Accounting/Finance</i>	<input type="checkbox"/>

Seasonal Student Worker Assignment Descriptions and Rates

DPW - Buildings (Architectural)	Salary: \$16.00/hr.	Location: Poughkeepsie
<p>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.</p> <p><i>Individual <u>must</u> possess a valid driver's license to operate a motor vehicle in NYS.</i></p>		

Parks - Education	Salary: \$15.50/hr.	Location: Bowdoin Park
<p>Assigned to Bowdoin Park to assist Park Naturalists with prepping for and running summer programs.</p>		

Health - Environmental Health Services	Salary: \$15.50/hr.	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, ie., chemistry, biology, with preliminary science course work having been completed; an ability to work independently.</p> <p><i>Individual <u>must</u> 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>		

OCIS	Salary: \$16.00/hr.	Location: Poughkeepsie
<p>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.</p> <p><i>Individual should be pursuing a degree in computer science, information technology, information systems or a related field.</i></p>		

Finance	Salary: \$16.00/hr.	Location: Poughkeepsie
<p>Duties will include updating multiple spreadsheets, interest spreadsheet, posting receipts entered by accountants, and help balance accounts.</p> <p><i>Individual should be pursuing a degree in Accounting or Finance.</i></p>		

Office Clerical—	Salary: \$15.50/hr.	Location: Various
<i>Parks</i>	<p><u>Wilcox</u>: Collect fees at gate, from Mini Golf and boat rentals; take reservations on weekends.</p> <p><u>Bowdoin Park</u>: assist Parks Secretary in office with reservations, answer telephones and assist with customers.</p>	
<i>Office for the Aging</i>	Involves providing routine clerical support services including keyboarding, filing and data management; Senior Picnic program setup/take, collect payment at picnics and surveys.	
<i>Department of Human Resources</i>	Involves providing routine clerical support services including keyboarding, filing and data management.	
<i>Department of Community and Family Services (DCFS)</i>	Involves providing routine clerical support services including keyboarding, filing and data management, assisting with Foster Care picnic, youth summit and other event activities.	