



Clarkson™

Employment Opportunities

Payroll Assistant (Potsdam, NY)

Position Summary: Provide Payroll Office with high-level clerical and accounting support including procedures activities that are necessary to process bi-weekly payrolls. Perform a wide variety of highly specialized clerical and accounting functions set-up and maintenance of employee records. Manages all pre-employment documentation for all graduate and undergraduate students First point of contact for all telephone calls and walk-in traffic.

Minimum qualifications: High School Diploma, 6 months to 1 year payroll or related experience.

Range: \$17.00- \$18.87 salary based on experience

Department of Arts, Culture & Technology Adjunct Instructor (Potsdam, NY)

Position Summary: The Department of Arts, Culture & Technology at Clarkson University seeks adjunct instructors.

Minimum qualifications: Master's degree in the field of teaching interest; established higher education teaching experience

Range: \$5,500- \$6,500 salary based on experience

Visiting Instructor- Data Science (Potsdam, NY)

Position Summary: MS -Applied Data Science is seeking to hire an instructor to teach core and elective courses in our curriculum, in our residential and online program. The courses include but are not limited to IA 651: Applied Machine Learning, IA 640: Information Visualization as well as possible elective courses. The projected teaching load is 4+4. The position is for 2 years and it is planned to start in August 2024.

Minimum qualifications: MS in Applied Data Science or related field. Requirements should be completed by the time work commences. 2 years of professional experience in machine learning and corporate data management and/or 2 years of experience as instructor and/or teaching assistant experience in data science courses.

Range: \$80,000- \$88,000 salary based on experience

Maintenance Mechanic Boilermaker (Potsdam, NY)

Position Summary: This is a highly customer service oriented position in which employees should strive to exceed customer expectations. Perform Journeyman level skilled work in the installation, modification, assembly, maintenance, service, and repair of all types of residential and commercial hot water and steam boilers. Inspect equipment for proper operation, lubrication and cleaning, and follow a schedule of preventative maintenance to ensure facilities are in accordance with pertinent state and local codes. Perform a variety of maintenance welding tasks, rigging, plumbing and electrical trouble shooting.

Minimum qualifications: High school diploma or equivalent, Four (4) years of journeyman equivalent experience as a boilermaker

Range: \$23.37 salary based on experience

Graduate Recruiter (Potsdam, NY or Schenectady, NY)

Position Summary: Recruit high quality applicants for the Graduate School programs by assisting the Assistant Vice President with developing and implementing recruitment strategies, and extensive personal communication with prospects. Obtain optimum recruitment levels for assigned graduate programs, which includes appropriate size, quality and diversity of applications..

Minimum qualifications: Bachelor's Degree. 3 years' experience in a sales/recruiting oriented or higher education role with demonstrated competence

Range: \$23.00- \$26.96 salary based on experience

Duplicating Mailing Operator (Potsdam, NY)

Position Summary: This is a highly customer service oriented position in which employees should strive to exceed customer expectations. Perform manual, machine, and computer/printer operations relating to mail, bulk mail, internal distribution, and duplicating functions. Pick up, sort, and process university incoming and outgoing mail. Deliver University money deposits to bank as assigned. Travel to the Post Office daily for pickup and delivery of US mail. Serve as alternate for other Business Services area employees.

Minimum qualifications: High School diploma or equivalent. One (1) or more years of related experience. Hold a valid NYS driver's license with a driving record acceptable to meet the University insurance standards.

Range: \$15.00 salary based on experience

Review of applications will begin immediately and continues until the position is filled. To submit your application, go to www.clarkson.edu/hr and click "Career Opportunities" below Careers at Clarkson section. An equal opportunity /affirmative action employer, Clarkson actively seeks and encourages applications from minorities, women and people with disabilities. <https://www.clarkson.edu/human-resources/career-opportunities>

Prior to a final offer of employment, the selected candidate will be required to submit to a background check including, but not limited to, employment verification, educational and other credential verification, and criminal background check.