

## Student Employment – Master Contact List

<p><b>Human Resources</b> Myrtle Hall, 2nd Floor E2</p> <p><b>Marisol Mendez</b> <a href="mailto:mmendez@pratt.edu">mmendez@pratt.edu</a></p> <p>Human Resources Associate Phone: 718.636.3787</p>	<ul style="list-style-type: none"> <li>• Accepts new hire and rehire paperwork for student employees</li> <li>• Maintains paperwork and records for student employment</li> </ul>
<p><b>Payroll Office</b> Information Science Center, 4th Floor</p> <p><b>Nicholas Spaventa</b> <a href="mailto:nspavent@pratt.edu">nspavent@pratt.edu</a></p> <p>Assistant Payroll Director Phone: 718.687.5932</p>	<ul style="list-style-type: none"> <li>• Approve student hires in PrattJobs, give access to time sheets</li> <li>• Assist supervisors with timesheet management</li> <li>• Research and resolve issues after hire including incorrect or missing payments</li> <li>• Lost and stolen check research</li> </ul>
<p><b>Center for Career &amp; Professional Development</b> East Hall 001</p> <p><b>Karen Cover</b> <a href="mailto:kcover@pratt.edu">kcover@pratt.edu</a></p> <p>Assistant Director of Experiential Learning Phone: 718.687.5844</p>	<ul style="list-style-type: none"> <li>• Assist students on how to look for on-campus employment</li> <li>• Assist students with their resumes</li> </ul>
<p><b>Student Financial Services</b> Myrtle Hall, 6th Floor</p> <p><b>Savior Wright</b> <a href="mailto:swright@pratt.edu">swright@pratt.edu</a></p> <p>Assistant Director of Financial Aid Phone: 718.636.3599</p>	<ul style="list-style-type: none"> <li>• Awarding, monitoring, revision, and maintenance of all Federal Work-Study (FWS) awards to eligible students</li> </ul>
<p><b>Department You Work For / Your Supervisor</b></p>	<ul style="list-style-type: none"> <li>• Manages online hire procedure</li> <li>• Accepts application materials, conducts hiring</li> <li>• Assists students with hire paperwork</li> <li>• Assist students with time sheets</li> </ul>