

Student Employment – Master Contact List

<p>Human Resources Myrtle Hall, 2nd Floor E2</p> <p>Elizabeth Farrell efarrell@pratt.edu</p> <p>Human Resources Assistant Phone: 718.636.3787</p>	<ul style="list-style-type: none"> • Accepts new hire and rehire paperwork for student employees • Maintains paperwork and records for student employment
<p>Payroll Office Information Science Center, 4th Floor</p> <p>Nicholas Spaventa nspavent@pratt.edu</p> <p>Payroll Specialist Phone: 718.687.5932</p>	<ul style="list-style-type: none"> • Approve student hires in PrattJobs, give access to time sheets • Assist supervisors with timesheet management • Research and resolve issues after hire including incorrect or missing payments • Lost and stolen check research
<p>Center for Career & Professional Development East Hall 001</p> <p>Karen Cover kcover@pratt.edu</p> <p>Assistant Director of Experiential Learning Phone: 718.687.5844</p>	<ul style="list-style-type: none"> • Assist students on how to look for on-campus employment • Assist students with their resumes
<p>Financial Aid Myrtle Hall, 6th Floor</p> <p>Savior Wright swright@pratt.edu</p> <p>Assistant Director of Financial Aid Phone: 718.636.3599</p>	<ul style="list-style-type: none"> • Awarding, monitoring, revision, and maintenance of all Federal Work-Study (FWS) awards to eligible students
<p>Bursar's Office Myrtle Hall, 6th Floor</p> <p>Loretta Edwards ledwards@pratt.edu</p> <p>Associate Bursar Phone: 718.636.3618</p>	<ul style="list-style-type: none"> • Distribution of Student Employment paychecks
<p>Department You Work For / Your Supervisor</p>	<ul style="list-style-type: none"> • Manages online hire procedure • Accepts application materials, conducts hiring • Assists students with hire paperwork • Assist students with time sheets