

FEDERAL WORK STUDY COMMUNITY SERVICE JOB BANK

Newark Campus

2009 -2010 Job Postings

Department: Ambulatory Care Services
Position: Assistant Health Educator
Responsibilities: Assists with planning, organizing and coordinating the health education and community health programs in the **Department** directed at public awareness of health needs, sound health practices, hospital and community health resources; assists with the **Department's** literacy program.
Qualifications: The candidate must be excellent interpersonal and communication skills and be comfortable speaking in front of groups. Must enjoy working with individuals of varied backgrounds and abilities. Handwriting must be legible; proficiency with computer and presentations software programs; bilingual a plus.
Number of Positions: 4

Department: Ambulatory Care Services
Position: Intake Aide
Responsibilities: Assists patients in completing health and medication history questionnaires; assists with patient flow in the clinic; provides basic health education to patients waiting for care.
Qualifications: The candidate must have excellent interpersonal and communication skills and be comfortable speaking in front of groups. Must enjoy working with individuals of varied background and abilities. Handwriting must be legible; proficiency with computer and presentation software; bilingual a plus.
Number of Positions: 5

Department: Department of Preventive Medicine / NJPIES
Position: Public Education Assistant
Responsibilities: Assisting the Public Education Department on the NJ Poison Control Center with distributing poison prevention materials.
Qualifications: Ability to lift boxes and stand for periods of time. Read and write.
Number of Positions: 2

Department: Family Medicine
Position: Student Assistant
Responsibilities: Provides administrative support for the Science Medicine and Related Topics (SMART) program. Organizing and categorizing SMART Program inventory, copying, answering phones, ordering and pickup supplies, and running errands.
Qualifications: Must be detailed oriented and proficient in Microsoft Access, Word and Excel. Should be a team player who is friendly and has good organizational and interpersonal skills. Must be able to work some Saturdays when requested.
Number of Positions: 1

Department: Family Medicine
Position: Youth Community Worker
Responsibilities: Will be required to work with high school students. This may involve teaching, organizing supplies or answering phone calls, etc. The SMART Initiative Program is a community program for high school students in Newark and the surrounding areas.
Qualifications: Good communication skills, computer skills, and enjoys working with teenagers.
Number of Positions: As many as possible.

Department: Graduate Medical Education
Position: Student Assistant
Responsibilities: General clerical duties; filing, typing, data entry, phone, etc.
Qualifications: Computer literate. Detail oriented. Familiar with databases.
Number of Positions: 2

Department: New Jersey Poison Information & Education System
Position: Clerk
Responsibilities: The student will be responsible for facilitating the dissemination of education materials that will reach libraries, pharmacies, doctor's offices, schools, social service providers and other organizations throughout the state of New Jersey.
Qualifications:
Number of Positions: 2

Department: Newark EMA HIV Health Services Planning Council
Position: Associate Health Planner
Responsibilities: Assist health planner in providing support to the council. Assist in coordinating and developing the community-based needs assessment. Assist in the development and implementation of Council and Committee orientation and training events.
Qualifications: Excellent computer skills. Experience in research. Communication and interpersonal skills.
Number of Positions: 1

Department: Newark Literacy Campaign, Inc.
Position: Tutor
Responsibilities: The student will work with children and teens that require help with their reading skills and some math skills.
Qualifications: Attend training and in-service sessions. Good reading, math, and science skills. Flexibility, good oral and written skills. Tutors must enjoy working with people. Attendance and punctuality is a must. All tutors will be responsible for completing required paperwork in a timely manner.
Number of Positions: 10

Department: Newark Literacy Campaign, Inc.
Position: Newark America Reads, Counts and Science (NARCS)
Responsibilities: Each tutor will be assigned one or two students. Each session, the tutor will work one on one with a student on the topics of reading, math, and/or science.
Qualifications: Training is required. Good reading and computation skills. Ideal candidate should be flexible and enjoy working with children, people; and be very patient and have a positive attitude towards learning.
Number of Positions: 10

Department: Newark Literacy Campaign
Position: Reading Tutor (Math & Science)
Responsibilities: Will work with community based church and assist with reading and math tutoring.
Qualifications: Ability to travel to site. Read, write, and compute. Must enjoy working with all people.
Number of Positions: 10

Department: Ob/Gyn
Position: Assistant for Post-Partum Group Sessions
Responsibilities: Help set up for the postpartum support group. Gather information and collect data.
Qualifications: Knowledge of Microsoft Word & Excel. Must be available on Fridays.
Number of Positions: 1

Department: Office of Pre-College Programs (School of Health Related Professions)
Position: Pre-College Tutor
Responsibilities: The student will work with high school students from the Greater Newark Area who require help with their course work in preparation for careers in the health professions.
Qualifications: Attend training and in-service sessions. Good reading, mathematics, and science skills. Flexibility, good oral and written skills. Tutors must enjoy working with teenagers. Attendance and punctuality is a must.
Number of Positions: 5 – 10

Department: Pediatrics
Position: Community Health Associate
Responsibilities: Implement autism screening through cooperating Newark – area pediatric practices, using a standard, valid, parent report questionnaire. Training provided.
Qualifications:
Number of Positions: 1 – 3

Department: Preventative Medicine
Position: Student Assistants
Responsibilities: Will help in the dissemination of information about and preparation for defense against airborne toxins and biologicals both on campus and in the community at large through the administration of fit tests and other tools.
Qualifications: Computer skills. Ability to follow multifaceted instructions and instruct others.
Number of Positions: 4

Department: Preventative Medicine
Position: Research Assistant
Responsibilities: Fit testing and data entry.
Qualifications: Computer skills.
Number of Positions: 2

Department: Preventative Medicine
Position: Technical Assistant
Responsibilities: The operation and transport of respiratory fit test equipment. These activities will occasionally require off campus travel during non-traditional hours.
Qualifications: Ability to use a laptop computer and master skills allowing independent administration of these tests.
Number of Positions: 2

Department: Preventative Medicine
Position: Technical Assistant
Responsibilities: The operation and treatment of respiratory fit test equipment. These activities will occasionally require off-campus travel during non-traditional hours.
Qualifications: Ability to use a laptop computer and master skills allowing independent administration of these tests.
Number of Positions: 2

Department: Preventive Medicine & Community Health
Position: Research Assistant
Responsibilities: Students will be working with faculty on community services such as immunizations.
Qualifications:
Number of Positions: 5

Department: Preventative Medicine & Community Health
Position: Project Assistant (WIC DPMCH)
Responsibilities: To assist RN in WIC with documentation of immunization and lead test results. Student will look up data of NJ Immunization Information System, print out vaccination reports, assist with log books and data entry.
Qualifications: Experienced with Excel databases. Good communication skills. Enjoys interaction with parents and children. Bilingual preferred, but not necessary.
Number of Positions: 1

Department: Preventative Medicine & Community Health
Position: Project Assistant
Responsibilities: Assist with **Department** demonstration project in WIC, data entry, develop charts and graphs using Excel or Epi-Info.
Qualifications: Good communication skills. Knowledge in Excel.
Number of Positions: 1

Department: Preventative Medicine & Community Health (NJMS)
Position: Program Assistant (Comprehensive Cancer Control)
Responsibilities: Assist with comprehensive cancer control activities.
Qualifications: Excellent writing and communication skills. Computer proficiency (MS Word & Excel). Knowledge of community is desirable.
Number of Positions: 1 – 2

Department: Preventative Medicine & Community Health (NJMS)
Position: Program Assistant (Asthma Epidemiology)
Responsibilities: Help promote and evaluate proper asthma disease management among asthmatics in the community. Assist with data entry, analysis, literature reviews, progress reports, and other administrative duties.
Qualifications: Understanding of health promotion methods; excellent writing skills; computer proficiency (MS Office & SAS).
Number of Positions: 1

Department: Preventative Medicine & Community Health (NJMS)
Position: Assistant
Responsibilities: Assist the coalition co-coordinators to identify and recruit new members. Promote services of the two NJLEED programs in Newark and other health related services.

Qualifications: Excellent communication and interpersonal skills. Cultural sensitivity. Knowledge of the Essex County community.

Number of Positions: 1

Department: Preventative Medicine & Community Health, NJMS

Position: Research Assistant

Responsibilities: Provide support to community health related cancer projects to county wide efforts. (Essex County Cancer Coalition)

Qualifications: Computer literate.

Number of Positions: 2

Department: Preventative Medicine & Community Health, NJMS

Position: Research Assistant

Responsibilities: Provide support to community health related asthma projects to statewide efforts. (PACNJ & RESPIRA)

Qualifications: Computer literate

Number of Positions: 2

Department: Public Medical Education

Position: Student Assistant

Responsibilities: Student will assist in the administration of the Mini Med School and Pre-Medical Honors program. Perform literary reviews.

Qualifications:

Number of Positions: 7

Department: SAVE Outreach Community Program

Position: Community Outreach Program Assistant

Responsibilities: Provide assistance to healthcare providers and office staff for the cancer screening outreach program in the community and office as needed.

Qualifications: Computer knowledge, filing and foreign language skills; i.e. Spanish, Portuguese, French helpful but not necessary.

Number of Positions: 2

Department: The Institute for Complementary & Alternative Medicine (ICAM)

Position: Research Assistant

Responsibilities: Distribute multivitamins to third through six grade students. Maintain a daily record of vitamin distribution and attendance. Vitamins will be distributed during the students lunch hour. Therefore, student must be available to work from 11:30 AM – 1:00 PM, Monday through Friday.

Qualifications: Bachelor's Degree or currently enrolled in a four year program. Prior experience working with elementary school children or school system a plus.

Number of Positions: 2

Department: Violence Institute of New Jersey

Position: Research Assistant

Responsibilities: Review daily and extract data from the medical charts of patients admitted to the ER and/or Trauma Center for the gunshot wound injuries. This data will be used to create a database of geographic locations and "hotspots" of injury, to assist location police in targeting areas with high gun violence.

Qualifications: Good attention to detail. Ability to read a medical chart. Comprehension of medical terminology.

Number of Positions: 2

Department: WIC
Position: Statistical Clerk
Responsibilities: Data input, write-ups, distribute checks, answer phones and schedule appointments.
Qualifications: Computer literate. Customer service skills.
Number of Positions: 2
