

FEDERAL WORK STUDY COMMUNITY SERVICE JOB BANK

Piscataway Campus

2009 -2010 Job Postings

Department: Community Health / HIPHOP
Position: Student Assistant
Responsibilities: Assist with the coordination/implementation of student community initiatives and preparation for student/community projects.
Qualifications: Interested in outreach/volunteerism, responsible, well organized professional, computer literate, office skills.
Number of Positions: 2

Department: Community Health
Position: Student Assistant
Responsibilities: Students will manage the Promise Clinic cell phone, coordinate appointments for patients and address non-emergency concerns.
Qualifications: Fluent in Spanish, personable, efficient with professional mannerisms.
Number of Positions: 2

Department: SPH-Tobacco Dependence Program
Position: Research Assistant, Patient Follow-up
Responsibilities: Responsible for collecting follow-up data on clinic patients. Recording data in the clinic database, preparing monthly and quarterly analysis reports. Perform routine clerical tasks and other assigned duties.
Qualifications: Seeking student from SPH-MPH program with good interpersonal skills and detail oriented. Familiarity with Access and Excel.
Number of Positions: 2