

FEDERAL WORK STUDY JOB BANK

Newark Campus

2009 - 2010 Job Postings

Department: Academic Affairs – NJDS
Position: Videoconferencing Support Student
Responsibilities: To provide videoconferencing set up and breakdown for Problem Based Learning seminars. Provide minor troubleshooting.
Qualifications:
Number of Positions: 1

Department: Academic Affairs – NJDS
Position: E-Curriculum Support Student
Responsibilities: To provide E-Curriculum support to students in the class of 2013, 2012, 2011 and 2010. Training with vital source DVD curriculum.
Qualifications: Advanced understanding of E-Curriculum
Number of Positions: 2

Department: Academic Affairs - NJDS
Position: Lecture Room Support Student
Responsibilities: To provide front-line assistance to the faculty utilizing the four main lecture halls. Work student students will record the status of the lecture hall and supplies at the start of each day using a daily inspection form.
Qualifications:
Number of Positions: 8

Department: Academic Affairs – NJDS
Position: E–Curriculum Support Student
Responsibilities: To provide E-Curriculum support to students in the class of 2008, 2007, 2006, and 2005. Training with vital source DVD curriculum.
Qualifications: Advanced understanding of E-Curriculum.
Number of Positions: 2

Department: Academic Systems & Technologies
Position: Student Assistant
Responsibilities: Provide computer user support and assistance for PC, Macintosh and/or UNIX computers.
Qualifications: PC computer applications and lab procedures.
Number of Positions: 16

Department: Administration & Finance
Position: Student Assistant
Responsibilities: Maintains the equipment located in the dental school student lounge areas. Ensure pool sticks and table tennis rackets are secured at the end of each day.
Qualifications:
Number of Positions: 1

Department: Administration & Finance
Position: Student Assistant
Responsibilities: Prune, clean and water plants located in outdoor containers on the NJDS courtyard.
Qualifications:
Number of Positions: Position Filled

Department: Administration & Finance - NJDS
Position: Student Assistant
Responsibilities: Maintains the equipment located in the dental school student lounge areas. Ensure pool sticks and table tennis rackets are secured at the end of the day.
Qualifications:
Number of Positions: 1

Department: Admission - NJMS
Position: Clerk
Responsibilities: Stock new admissions material; file; answer phones and take messages; run errands; general office assistance.
Qualifications: Must be detailed oriented; confidentiality must be strictly adhered.
Number of Positions: 4

Department: Admissions
Position: Student Assistant
Responsibilities: Provides clerical support. Assists in preparing background data and documents for meetings and conferences. Schedules interviews for interviewers and applicants. Handles special projects and/or other duties as assigned.
Qualifications: Must be detail oriented and have knowledge of Microsoft Office with significant data entry skills preferred.
Number of Positions: 1

Department: Alumni Affairs – NJMS
Position: Student Assistant
Responsibilities: Clerical help: mailings, filing, photocopying, and mailing labels.
Qualifications: Microsoft Word. Excel.
Number of Positions: 1

Department: Alumni Association - NJMS
Position: Office Assistant
Responsibilities: Photocopying, mailing, inventory and assisting with events.
Qualifications: Excel & Word.
Number of Positions: Position Filled

Department: Ambulatory Care Services
Position: Chart Abstractor
Responsibilities: Responsible for abstracting clinical information from the current electronic medical record (EMR - Logician) and entering information accurately into the new EMR.
Qualifications: The candidate must be proficient with a computer; have good typing skills; excellent attention to detail and basic familiarity with medical terminology.
Number of Positions: 4

Department: Anesthesia
Position: Research Assistant
Responsibilities: Assist with data collection and some clerical duties.
Qualifications: Any level nursing student.
Number of Positions: Position Filled

Department: Anesthesia
Position: Research Assistant
Responsibilities: Data collection, data entry, and preparing documents related to study compliance.
Qualifications: Knowledge of Microsoft Word & Excel
Number of Positions: Position Filled

Department: Anesthesiology
Position: Residency Management Assistant
Responsibilities: Manage residency files, typing resident information into national database, creation of Excel spreadsheets, etc.
Qualifications: Basic computer and typing skills.
Number of Positions: Position Filled

Department: Anesthesia
Position: Research Assistant
Responsibilities: Data entry, office assistant, may have opportunity to go into OR and collect data.
Qualifications: Knowledge of Excel. Spanish speaking preferred.
Number of Positions: 1

Department: Audio Visual - NJMS
Position: A – V Tech
Responsibilities: Monitor AV equipment in lecture halls. Assist faculty.
Qualifications: Must go to class. Seeking a 2nd year medical student.
Number of Positions: Position Filled

Department: Biochemistry & Molecular Biology
Position: Lab Assistant
Responsibilities: General lab assistance; biochemical, cellular, molecular tasks.
Qualifications: BS degree in biology or other relevant science coursework.
Number of Positions: Position Filled

Department: Biochemistry & Molecular Biology (NJMS-UH Cancer Center)
Position: Lab Technician
Responsibilities: Standard molecular biology techniques.
Qualifications: Undergraduate lab skills.
Number of Positions: 1

Department: Biochemistry & Molecular Biology
Position: Facilities / Equipment Management Assistant
Responsibilities: Train new personnel and students in proper use of equipment. Monitor sensitive parameters on refrigerators, freezers, incubators, especially weekends. Report malfunctions promptly to facilities manager.

Qualifications: Experience in use of diverse laboratory equipment. Ability to instruct new personnel in care, use, and scheduling of equipment.
Number of Positions: Position Filled

Department: Biochemistry and Molecular Biology
Position: Teaching Assistant for Medical Students
Responsibilities: Provide academic tutoring in molecular and genetic medicine to medical students.
Qualifications: Graduate level knowledge of biochemistry and genetics.
Number of Positions: 1 - 2

Department: Biochemistry
Position: Student Assistant
Responsibilities: Student assistant - lab
Qualifications: Basic lab skills
Number of Positions: Position filled.

Department: Cardiac Cath Lab
Position: Data Clerk
Responsibilities: Download cardiac cath cases from old computer archival system to CDs for use with new system.
Qualifications: Minimal computer skills. Will teach required skills.
Number of Positions: 1

Department: Dean's Office (NJDS)
Position: Lecture Room Equipment Security Student
Responsibilities: The student will ensure the security of audiovisual equipment in dental lecture halls and make sure equipment is properly powered down.
Qualifications:
Number of Positions: 2

Department: Dept. of Rehabilitation & Movement Sciences
Position: Student Assistant
Responsibilities: Clerical and research assistance.
Qualifications:
Number of Positions: Position filled.

Department: Developmental and Rehabilitation Sciences
Position: Teaching Assistant
Responsibilities: Assist with set up, breakdown and running of neuroscience laboratory sessions for first year physical therapy students.
Qualifications: Applicants must have demonstrated excellent mastery of neuroscience content, excellent communication skills and organization skills, and the ability to facilitate learning in others.
Number of Positions: Position filled

Department: Division of Cardiology
Position: Research Assistant
Responsibilities: Assist research coordinators with data input, retrieval, report generation, submissions to IRB, contacting patients in studies.
Qualifications: Knowledge of medical terminology and computer skills.
Number of Positions: 1

Department: Emergency Management & Occupational Health & Safety
Position: Staff Assistant
Responsibilities: Responsible for administrative duties within the Office of Emergency Management.
Qualifications: General computer knowledge and writing skills.
Number of Positions: Position Filled

Department: Emergency Medicine
Position: Student Assistant
Responsibilities: Data entry, xeroxing, organizing and errands.
Qualifications: Data entry skills,
Number of Positions: 10

Department: EMS
Position: Data Entry
Responsibilities: Input EMS runs sheets into computer database.
Qualifications: Efficient typing.
Number of Positions: 2

Department: Family Medicine
Position: Chart Reviewer
Responsibilities: Review charts for a research project.
Qualifications: Ability to review charts.
Number of Positions: 10

Department: Family Medicine
Position: Interviewer / Research Assistant
Responsibilities: Conduct survey interviews.
Qualifications:
Number of Positions: 5

Department: Graduate School of Biomedical Sciences - Admissions & Student Affairs
Position: Audio Visual Assistant
Responsibilities: AV assistant needed for GSBS evening course instruction. Course run from 5 - 9:00 PM. Monday - Thursday. Student must be on campus to be on-call during class hours. Other duties include room set-up when needed.
Qualifications: Experience with all types of AV equipment and electronic instructions; i.e. slide projectors, laptop projectors, PowerPoint, etc.
Number of Positions: Position Filled

Department: Graduate School of Biomedical Sciences - Student Affairs & Admission
Position: Student Assistant
Responsibilities: Filing, mailings, database updates, copying, etc.
Qualifications: MS Office and typing.
Number of Positions: 1 - 2

Department: Health Disparities - School of Public Health
Position: Research Assistant
Responsibilities: Assist in conducting research, preparing grants.
Qualifications: Excellent communication skills - verbal and written. Knowledge of SPSS desired.

Number of Positions: 1

Department: Health Disparities
Position: Professor
Responsibilities: Assist in research on community health projects.
Qualifications: Data analysis skills; SPSS preferred. Excellent writing skills.
Number of Positions: Position Filled

Department: Health Informatics - Health Information Mgmt. Program
Position: Clerk
Responsibilities: Photocopying, mailing program information, light typing filing and organizing.
Qualifications: Telephone skills, filing and organizational skills, minimal computer skills.
Number of Positions: 1

Department: Infection Control
Position: Infection Control Assistant
Responsibilities: Gather reports on communicable diseases or conditions from the clinical lab. Prepare/sort source documents and identifies/interprets data to be entered. Contacts preparers of source documents to resolve questions, inconsistencies or missing data. Review patient medical records to obtain pertinent reporting information. Report via the state's electronic reporting system or hard copy a hard copy. Notify physician/practitioner if it is identified patient was not informed of condition and not treated. Keep record and statistics of work completed and file/route source documents after data entry. Response to inquiries regarding data entry. Understand and adheres to UMDNJ's compliance standards as they appear in UMDNJ's Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy. Perform other duties as assigned.
Qualifications: Strong knowledge of medical terminology. computer skills and telephone etiquette.
Number of Positions: 1

Department: Institute for Complementary & Alternative Medicine (ICAM)
Position: Research Assistant
Responsibilities: Assist in the implementation of a research study that will measure the impact of multivitamins on academic performance in elementary school children. Interested candidates will provide administrative and general office services to support the operations of the Department. Assist in the data management process: maintain accurate database records. Filing and Xeroxing.
Qualifications: Must be PC literate, excellent organizational skills. Prior research experience helpful.
Number of Positions: 2

Department: Institute for the Elimination of Health Disparities
Position: Student Research Assistant
Responsibilities: Assist with detailed literature reviews and data analysis.
Qualifications: Detail oriented, good communication skills, experience with database management and analysis using SPSS.
Number of Positions: 1

Department: Institute for the Elimination of Health Disparities
Position: Student Research Assistant
Responsibilities: Assist in conducting study in parents' perceptions on children's weight, activity level, health and neighborhood safety.
Qualifications: Good communication skills, organizational skill, and an interest in research.
Number of Positions: 1

Department: Medicine
Position: Student Researcher
Responsibilities: Standardize laser dissection microscopy technique. RNA isolation and real time PCR.
Qualifications: Lab experience in molecular biology techniques.
Number of Positions: 1

Department: Medicine
Position: Research Assistant
Responsibilities: Performance of clinical research studies and library searches and reviews.
Qualifications: Computer friendly. Experience with Excel and data analysis preferred.
Number of Positions: 1

Department: Medicine
Position: Student Assistant
Responsibilities:
Qualifications: Must be proficient in Microsoft applications.
Number of Positions: Position filled

Department: Medicine – Center for BioDefense
Position: Data Entry Clerk
Responsibilities: Help with data entry and record keeping of classes taught by Center of BioDefense.
Qualifications: Computer literate. Typing skills.
Number of Positions: 2

Department: Medicine - EP Center
Position: Student Assistant
Responsibilities: Responsible for autoclaving for center labs; washing and drying glassware via machine and general logistical support.
Qualifications: Able to follow instructions. Reliable.
Number of Positions: 1

Department: Medicine - Infectious Disease Research
Position: Student Assistant
Responsibilities: To assist the ID clinical research group with data entry, preparing for study visits and other office functions.
Qualifications: Microsoft Office experience
Number of Positions: 1

Department: Medicine - NJMS
Position: Student Assistant - HIV Clinical Research Program
Responsibilities: Student will assist clinical research staff with all aspects of the clinical research program - i.e. assembling forms and blood culture collection tubes for patient visits, performing data entry, etc.
Qualifications: Microsoft office. Student will be asked to go to laboratory in MSB; Pharmacy in UH and IRB in SSB.
Number of Positions: 1

Department: Microbiology & Molecular Genetics
Position: Student Helper
Responsibilities: Conducting experiments to help PI.

Qualifications: Microbiological techniques, preparing media, autoclaving, helping PI in experiments that involve molecular biological techniques and cell biology techniques.
Number of Positions: Position Filled

Department: Microbiology & Molecular Genetics
Position: Student Assistant
Responsibilities: Provide office support and assistance to faculty and staff including composing correspondence, filing, answering telephones and handling of all mail. Assists with the preparation of 2 Microbiology courses including processing and duplicating exam questions, lectures, handouts and articles.
Qualifications: Minimum 2 to 4 years administrative and secretarial experience. Excellent organizational, written and verbal communication skills. Ability to set priorities and work in a team-oriented environment. Must be detailed oriented and have strong computer skills in Microsoft Office.
Number of Positions: Position Filled

Department: Microbiology and Molecular Genetics
Position: Masters students
Responsibilities: Conduct experiments to help PI.
Qualifications: Hands-on experience in a research lab is required; handling of animals is a plus, familiarity with molecular biology, biochemistry, cell biology or genetics. Autoclaving, biochemical techniques.
Number of Positions: 2 (GSBS Students Only)

Department: Neurology and Neurosciences
Position: Research Technician
Responsibilities: Perform real time per assays, general lab maintenance and ordering, tissue culture of primary neural progenitors.
Qualifications: Knowledge of per techniques and primary neural cell culturing.
Number of Positions: Position filled

Department: Neurology & Neurosciences
Position: Work Study Lab Assistant
Responsibilities: Technical assistance with basic science research on mammary gland biology project, animal husbandry, genotyping and real time PCR analysis.
Qualifications: Molecular biology techniques.
Number of Positions: 1

Department: Neurosurgery
Position: Research Assistant
Responsibilities: Perform basic lab tasks including cell cultures and minor animal surgeries.
Qualifications: Cell culture, tissue culture, lab experience.
Number of Positions: Position filled

Department: Neurosurgery
Position: Research Assistant
Responsibilities: Perform basic lab tasks including cell culture and minor animal surgeries.
Qualifications: Cell culture and tissue culture lab experience.
Number of Positions: 1

Department: NJMS/Medicine
Position: Student Assistant – HIV Clinical Research Program

Responsibilities: Student will assist clinical research staff with all aspects of the clinical research program – i.e. assembling forms and blood collection tubes for patient visit, performing data entry, etc.
Qualifications: Microsoft office; student will be asked to go to laboratory in MSB, pharmacy in UH and IRB in SSB.
Number of Positions: Position filled

Department: NJMS - Office of the Dean
Position: Student Assistant
Responsibilities: Student Assistant will provide on various projects including but not limited to database development and community relations. Assist in quantitative and qualitative research relevant to topics that will enhance areas such as facilities, planning and management; emergency management; government and public relations; business administration; finance and operations management. Light clerical duties may also be assigned as needed.
Qualifications: The candidate must be a self-motivated go-getter who has strong organizational and technical skills.
Number of Positions: 1

Department: Oral Biology
Position: Work Study
Responsibilities: Carry out research in microbiology lab
Qualifications: Knowledge of sterile techniques, good recordkeeping skills.
Number of Positions: Position filled

Department: Ob/Gyn & Women's Health
Position: Assistant
Responsibilities: Maintain and modify system for extracting management tables.
Qualifications: Data manipulation and programming.
Number of Positions: 1

Department: Ob/Gyn – Women's Health
Position: Data Manager & Assistant to GIS Analyst
Responsibilities: Preparing data and developing maps for NJ Autism Surveillance Study. Tasks of the student will include:

- Set up databases from which maps can be developed.
- Generate maps and modify as needed.

Qualifications: MPH or GSBS student who has had at least introductory experience with data.
Number of Positions: 1

Department: Office of Education
Position: Virtual Microscopy Database Analyst
Responsibilities: To screen extensive inventory of virtual microscopy images and select appropriate images for use in Integrative structure and function.
Qualifications: Knowledge of Histology, computer skills for obtaining and storing images.
Number of Positions: 3

Department: Office of the Dean (School of Nursing)
Position: Office Assistant
Responsibilities: Assist in all aspects of clerical work.
Qualifications: MS Office. Typing.
Number of Positions: 2

Department: Office of Research and Sponsored Programs
Position: Student Assistants
Responsibilities: Design, methodology, data collection, techniques, data analysis to be employed and evaluation and interpretation methodology.
Qualifications:
Number of Positions: 3

Department: Office of Student Affairs – NJDS
Position: Student Assistant
Responsibilities: Filing, mailings, database work, preparing items for projects, copying, etc.
Qualifications: MS Office, attention to detail.
Number of Positions: 1 – 2

Department: Oral Biology
Position: FWS Student
Responsibilities: Basic lab maintenance; tissue culture; monitoring and screening of transgenic mice.
Qualifications: Previous experience in laboratory setting.
Number of Positions: 1

Department: Oral Biology
Position: Student Assistant
Responsibilities: To test the activity of a bacterial protein in plasma.
Qualifications:
Number of Positions: Position filled.

Department: Oral Biology
Position: Work Study
Responsibilities: Carry out research in microbiology lab.
Qualifications: Knowledge of sterile technique, good recordkeeping skills..
Number of Positions: Position filled

Department: Orthodontics
Position: Student Assistant
Responsibilities: Pouring and trimming orthodontic models.
Qualifications: Dental student.
Number of Positions: Position Filled

Department: Orthodontics
Position: Lab Assistant
Responsibilities: Pour plaster into molds to prepare models. Set up student kits.
Qualifications:
Number of Positions: 1

Department: Pediatric Dentistry
Position: Clerk
Responsibilities: Able to file and perform light clerical duties.
Qualifications:
Number of Positions: 1

Department: Pediatrics
Position: Epidemiologic Researcher
Responsibilities: Participate in a public health study prevalence in New Jersey. Activities will involve review and abstraction of information from medical and educational sources.
Qualifications: Training provided. Ability to drive to Essex and Hudson Counties.
Number of Positions: 1 – 2

Department: Periodontics
Position: Dental Assistant
Responsibilities: Assisting postgraduate students.
Qualifications: Dental knowledge or experience.
Number of Positions: 1

Department: Pharmacology & Physiology
Position: Student Assistant
Responsibilities: Performs and assists with laboratory services and procedures in support of research activities of the laboratory. Performs other related duties as assigned.
Qualifications: Individual must be able to perform each essential duty satisfactorily. One year of prior lab experience or Bachelor's Degree in Biology or related field.
Number of Positions: 1

Department: Pharmacology & Physiology
Position: Research Animal Technician
Responsibilities: Student will assist supervisor in carrying out a chronic alcohol feeding model for alcoholic liver and hear disease in rodents.
Qualifications: Students is expected to prepare diets and maintain a detailed log book of food intake.
Number of Positions: 1

Department: Pharmacology & Physiology
Position: Student Lab Assistant
Responsibilities: Start and maintain cell cultures; help in experiments; extract and analyze RNA; weigh and feed rodents.
Qualifications: Biochemistry and molecular biology. Experience in cell culture.
Number of Positions: 2

Department: Pharmacology & Physiology
Position: Student Assistant
Responsibilities: Under supervision, the candidate performs and assists with laboratory services and procedures in support of research activities of laboratory. Performs other related laboratory duties as assigned.
Qualifications: One year of prior laboratory experience or Bachelor's Degree in Biology or a related field. Ability to read, write, speak and understand English sufficiently to perform job duties. An individual must be able to perform each essential duty satisfactorily.
Number of Positions: Position Filled

Department: Pharmacology and Physiology
Position: Research / Laboratory Assistant
Responsibilities: Maintenance of tissue culture, help technician with biochemical and molecular biology techniques.
Qualifications: Knowledge of biochemistry.
Number of Positions: 1

Department: Pharmacology and Physiology
Position: Lab Assistant
Responsibilities: Student will have an opportunity to learn and carry out various molecular and imaging techniques used in the research projects. Student must be eligible for work-study.
Qualifications: Prepare “control” and “ethanol” liquid diet on a daily basis per instructions. Dispense the correct volume of diet to each animal. Note: feeding has to be carried out at the same time every day. Record starting volumes of the respective liquid diet for each rat. Record volume of remaining diet after 24 hrs. for each rat. Wash and rinse glass feeding tubes on a daily basis. Autoclave glass feeding tubes when necessary. Weigh rats on a weekly basis. Maintain log books. Maintain diet stocks and inform PI when to order additional supplies. The time required to carry out the feeding protocol is approximately 1-2 hours per day. A work study student can earn up to 15 hrs. per week. Student may be asked to work an occasional weekend.
Number of Positions: 1

Department: Pharmacology and Physiology
Position: Student Laboratory Assistant
Responsibilities: Assist in laboratory experiments.
Qualifications: Cell culture, molecular biology or biochemistry major.
Number of Positions: 3

Department: Pharmacology & Physiology
Position: Research Assistant
Responsibilities: Lab technical assistance.
Qualifications: ELIA methods PCR, protein analysis
Number of Positions: 3

Department: Physical Therapy Program
Position: Student Assistant
Responsibilities: Assist in clerical and research duties.
Qualifications:
Number of Positions: 1

Department: Preventative Medicine & Community Health
Position: Research Assistant
Responsibilities: Students will be working with faculty on various research projects.
Qualifications:
Number of Positions: 3

Department: Preventative Medicine & Community Health
Position: Project Assistant
Responsibilities: General office duties. Some web-based and library research. Manuscript editing.
Qualifications: Facility with computers: Microsoft Office Suite and standard web communication programs. Research and writing skills.
Number of Positions: 1

Department: Preventative Medicine & Community Health
Position: Research Assistant
Responsibilities: Will work with faculty member on injury related publications, development of grant proposals, and meetings related to different aspects of injury.
Qualifications: Computer literate, library research, and budget preparation.

Number of Positions: 3

Department: Preventative Medicine & Community Health
Position: Research Assistant
Responsibilities: Assist in conducting a survey of NJ hospitals to review policies on rapid HIV testing in labor and delivery. Contact hospitals, compile and analyze data, present a summary report on findings.
Qualifications:
Number of Positions: 1

Department: Preventive Medicine & Community Health
Position: Program Assistant, Cancer Project
Responsibilities: Assist Dr. Weiss and staff on cancer-related projects such as the Essex County Cancer Coalition (ECCC), the northern NJ Prostate Cancer Initiative, radon project, and the cancer literature readability and cultural sensitivity project.
Qualifications: Computer proficiency (MS Office and SAS and/or Epi Info), excellent writing skills, data entry skills are each useful.
Number of Positions: 2 (one position filled)

Department: Preventive Medicine & Community Health
Position: Program Assistant, Cancer Project
Responsibilities: Assist Dr. Weiss and staff on cancer-related projects such as the studies in Warren County, the statewide Pediatric/Adult Asthma Coalition of NJ (PACNJ) and the RESPIRA program.
Qualifications: Computer proficiency (MS Office and SAS and/or Epi Info), excellent writing skills. Proficiency in Spanish a plus for the RESPIRA-related efforts. Knowledge of GIS software useful for some PACNJ projects.
Number of Positions: 2

Department: Preventive Medicine
Position: Research Assistant
Responsibilities: Cleaning of large database, some basic database analysis.
Qualifications: Proficient with Microsoft Excel a must. Skilled at SAS a plus.
Number of Positions: 1

Department: Preventive Medicine & Research
Position: Office Clerk
Responsibilities: General office work.
Qualifications:
Number of Positions: 1

Department: Primary Care / ICAM
Position: Program Support Assistant
Responsibilities: Assist with the creation of the online Web-CT course. Help monitor online student discussions. Coordinate guest lecturers' presentations. Help implement checklist for the NCC Wellness Program. Conduct literature reviews and assist in the preparation of lectures.
Qualifications: Must be familiar with Web-CT, literature review skills would be helpful.
Number of Positions: 1

Department: Public Health Research Institute Center
Position: Work-Study Student

Responsibilities: Generation of mutant strains in mycobactona to study the regulation of metabolic genes.
Qualifications: Basic knowledge and skills for molecular biology.
Number of Positions: 1

Department: Quantitative Methods
Position: Research Assistant
Responsibilities: Work on injury related research projects with members of the regional injury research and prevention group.
Qualifications: Good organizational skills.
Number of Positions: 1

Department: Radiology
Position: Assistant
Responsibilities: Processing MRI images.
Qualifications:
Number of Positions: 1

Department: Radiology
Position: Student Researcher
Responsibilities: Process data for functional imaging.
Qualifications: Computer skills in imaging.
Number of Positions: Position Filled

Department: Radiology
Position: Research Assistant
Responsibilities: Help in data acquisition, data analysis, and patient scheduling for research study.
Qualifications: Computer skills in UNIX, Word, and Excel.
Number of Positions: 1

Department: Radiology
Position: Student Researcher
Responsibilities: Process data for functional imaging
Qualifications: Computer skills in imaging
Number of Positions: 1

Department: Rehabilitation & Movement Science
Position: Student Assistant
Responsibilities: Clinical and research assistance
Qualifications:
Number of Positions: 3

Department: Rehab & Movement Science
Position: Student Assistant
Responsibilities: Assist with research.
Qualifications: Basic computer skills, good communication skills, analytical thinking, self-sufficient, occasional weekends/evenings.
Number of Positions: Position filled

Department: Rehabilitation & Movement Sciences
Position: Student Research Assistant
Responsibilities: Provide administrative and research support to faculty.
Qualifications: Familiar with software: Office & EndNote
Number of Positions: 3

Department: School of Nursing
Position: Computer Lab Assistant
Responsibilities: Assist students with log-in difficulty and basic computer problems. Triage students who are having computer difficulty. Occasional monitoring of student exams at computer.
Qualifications: Proficient in use of computers. Microsoft Word and Excel
Number of Positions: 2

Department: School of Nursing
Position: Assistant
Responsibilities: Assist in library searches, download articles, and retrieve articles. Clerical work as needed.
Qualifications: Basic knowledge of Microsoft Word
Number of Positions: 1

Department: School of Nursing
Position: Assistant
Responsibilities: Answer phones. File transcripts, applications, and other supporting documents. Make appointments.
Qualifications:
Number of Positions: 1

Department: School of Public Health
Position: Project Assistant
Responsibilities: Provide confidential clerical/administrative support and assists the staff with clerical and general office services as needed.
Qualifications: Bachelor's Degree in Public Health, Business Administration or a related field, plus two years experience of related administrative/ secretarial experience. Good organizational skills and an interest in program research. Excellent written and verbal communication skills. Strong computer skills in Word, Excel and Access desirable.
Number of Positions: 2

Department: School of Public Health – Trinkets & Trash Project
Position: Student Assistant
Responsibilities: Assists in the continual collection, recording, and processing of new materials. Essential duties include clipping tobacco magazine advertisements from a subscription of approximately 30 monthly magazines, analyzing and coding advertisements.
Qualifications: Ability to work independently and attention to detail a must. Experience with qualitative research methods preferred. Experience with database management using SPSS is desirable. If no experience, student must be willing to learn.
Number of Positions: 1

Department: SHRP – Physical Therapy Program
Position: Student Assistant
Responsibilities: Data entry, general office duties, and library assistance.
Qualifications:

Number of Positions: 1 – 2

Department: Student Affairs

Position: Proctor

Responsibilities: Graduate students who will have time to proctor exams between 2.5 – 6 hours in duration. Should display integrity and must acknowledge confidentiality of materials.

Qualifications:

Number of Positions: 6

Department: Surgery

Position: Summer Research Student

Responsibilities: Perform the various experiments related to the project including small animal handling and surgery. Assist with all technical and experimental procedures pursuant to the required research activity. Collect and process all tissue specimens required by study experiments and protocols. Compile, analyze and maintain all data related research activities.

Qualifications: Small animal surgery skills and perform biochemistry and physiology assays.

Number of Positions: 1

Department: Surgery / Crest Study

Position: Part-Time Clerical Worker

Responsibilities: File regulatory and other documents; answer and screen phone calls for principal investigator and project director; run errands; delivering documents to other buildings in complex; pick up paychecks/stubs; make calls to committee members confirming participation in conference calls; light typing.

Qualifications: Microsoft Word; Excel

Number of Positions: Position Filled

Department: Tobacco Surveillance & Evaluation Research Program (TSERP)

Position: Research Assistant

Responsibilities: Assist in the organization, coding, and data entry of tobacco-related news and editorial content from NJ newspapers. Clippings must be prepared for archive; read and coded for specific items; and entered into the database to be analyzed.

Qualifications: Ability to work independently and give attention to detail.

Number of Positions: 1

Department: University Ob/Gyn Associates

Position: Administrative Assistant

Responsibilities: Composes correspondence, assemble and compiles data for reports as directed. Assists Office Manager with assigned secretarial duties. Works closely with all levels of management and staff while reporting to the Director.

Qualifications: Excellent written and oral communication skills, analytical skills, and interpersonal skills required. Proficiency with computer and spreadsheet software programs. Ability to set priorities and work in a team-oriented environment.

Number of Positions: 1

Department: Women's Health Institute

Position: Student Assistant / Office Assistant

Responsibilities: Assist with recruitment for our various clinical trials that is being conducted at the Institute. Receiving and responding to phone calls. Creating and editing electronic documents. Filing,

photocopying and archiving study records. Collection of laboratory and procedural data. Special projects will be assigned as and when available.

Qualifications:

MS Word, MS Excel, MS PowerPoint, telephone skills.

Number of Positions:

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