

FEDERAL WORK STUDY JOB BANK

Piscataway Campus

2009 - 2010 Job Postings

Department: Biochemistry
Position: FWS Student
Responsibilities: Cloning, expression, and purification of cold shock proteins.
Qualifications: Prefer student who has already taken a Biochemistry course.
Number of Positions: 1

Department: IST / ACS
Position: Assistant Director
Responsibilities: Provide user support in lab. Monitor printers and keep lab machines clear. Supervise lab.
Qualifications: Basic computer skills
Number of Positions: 10 – 15

Department: Media Library
Position: Library Aide
Responsibilities: Assist at reserve desk using computer to check material in/out. Make copies of audiotaped lectures using high-speed duplicators. Help students find items. Reshelf/refile materials. Perform routine clerical tasks. Answer phone.
Qualifications: Reliability and integrity required. Attention to detail is important. Good interpersonal skills necessary. Previous library experience helpful, but not required.
Number of Positions: 8 – 10

Department: Medicine/Pulmonary/Adult Cystic Fibrosis Center
Position: Data Management
Responsibilities: Assist with patient data entry into national CF Registry. Scan documents into computerized patient charts.
Qualifications: Basic Computer Skills.
Number of Positions: 1

Department: Neuroscience & Cell Biology
Position: Student Assistant
Responsibilities: Fish husbandry.
Qualifications: Manual dexterity.
Number of Positions: 2 - 4

Department: RWJ Library of the Health Sciences
Position: Student Assistant
Responsibilities: Circulate books, shelve books and journals, photocopy, and other related duties.
Qualifications:
Number of Positions: 1

Department: Student Affairs
Position: Student Assistant
Responsibilities: Light typing, filing, photocopying, envelope stuffing, mail distribution
Qualifications: Ability to lift boxes (e.g. copier paper)
Number of Positions: 2

Department: School of Public Health – Office of Business & Finance
Position: Student Assistance
Responsibilities: Clerical duties: light typing, filing, sorting mail, copying, and spreadsheet entry.
Qualifications: Prior office experience preferred, Excel spreadsheet experience, and Word.
Number of Positions: 1

Department: Teaching Labs
Position: Lab Assistant
Responsibilities: Open and close folding partition doors in between classrooms.
Qualifications: Second year student. Needed early mornings, lunch time, and late afternoons.
Number of Positions: 1
