

FEDERAL WORK STUDY JOB BANK

Stratford Campus

2009 - 2010 Job Postings

Department: Academic & Student Affairs
Position: Tutor
Responsibilities: Individual or group instruction in 1st or 2nd year medical school subjects.
Qualifications: Medical students only. Tutor should have received a grade of either Honors or High Pass in the subject they wish to tutor.
Number of Positions: 10

Department: Enrollment Services
Position: Clerical Assistant
Responsibilities: Assist with filing, processing applications, opening and sorting mail, etc.
Qualifications: Microsoft Office, Excel, and good communication skills.
Number of Positions: 2

Department: Family Medicine
Position: Research Assistant
Responsibilities: Research literature and write background statements for research studies.
Qualifications: Knowledge of data collection methods and data analysis. Knowledge of SPSS helpful. Excellent computer skills. Excellent research and writing skills.
Number of Positions: 1

Department: Library
Position: Library Assistant
Responsibilities: Assists patrons with microcomputer applications, reshelving books and journals, discharging materials from the circulation desk, photocopying requested materials, providing basic assistance in locating materials, other duties as required.
Qualifications: Basic familiarity with Library functions. Basic familiarity with microcomputers.
Number of Positions: 5

Department: Ob/Gyn Research
Position: Laboratory Assistant
Responsibilities: Process samples for an epidemiologic study; data analysis related to research.
Qualifications: Familiarity in a lab setting/prior laboratory experience; computer experience with SAS.
Number of Positions: 3

Department: Specialty Department (Medical Office Building)
Position: File Clerk
Responsibilities: File patient charts, prep charts for patient appointments, file paperwork in charts.
Qualifications: Student must be able to drive to office in Sewell.
Number of Positions: 1

Department: Statewide Network for Community Oral Health
Position: Administrative Assistant
Responsibilities: Assist administrators with clerical duties and statistical comparison from data collected in statewide network educational and clinical programs. Other duties as requested.
Qualifications: Knowledge of Microsoft Office. Basic familiarity with dental terminology.
Number of Positions: 1

Department: Surgery
Position: Student Worker
Responsibilities: Filing, Xeroxing, mailing evaluations, and some PowerPoint.
Qualifications:
Number of Positions: 1

Department: Wellness Center
Position: Exercise Specialist
Responsibilities: Provides safe and effective programs to Fitness Center members. Conducts exercise routines with Fitness Center members. Contributes to all aspects of the training program and general upkeep of the Fitness Center.
Qualifications: Bachelor's Degree in exercise science, or a related field. CPR certification required. Aerobics certification preferred. Experience in fitness testing, exercise prescription and personal training preferred. Knowledge of general exercise principles and cardiovascular, strength and flexibility required.
Number of Positions: Unlimited.
