

FEDERAL WORK STUDY JOB BANK

Piscataway Campus

2011 - 2012 Job Postings

Department: Center for Tobacco Surveillance & Evaluation Research – School of Public Health
Position: Research Assistant
Responsibilities: Under the direction of faculty and staff, the research assistant participate in the day to day activities of maintaining the collection including the continual recording and processing of new materials such as tobacco industry documents, tobacco advertisements, direct mail pieces and tobacco brand websites. Essential duties include clipping tobacco ads from our subscription of magazines, coding of tobacco marketing materials according to a content analysis guide, entering relevant data into database, scanning and uploading images to our website, and other related activities as needed.
Qualifications: Ability to work independently and attention to detail are a must. Knowledge or interest in health communication and/or tobacco control is a plus. Experience with qualitative research methods preferred. Experience with database management using SPSS is desirable.
Number of Positions: 1 (Position filled)

Department: Center for Tobacco Surveillance & Evaluation Research – School of Public Health
Position: Research Assistant
Responsibilities: Under the direction of CTSER faculty and staff, the student assists with research to tobacco. The student would provide administrative and program support to the Principle Investigators, faculty and other professional staff. Basic duties include data entry, conducting literature searches, and other tasks needed to complete the objective of research project. General clerical activities may include phone coverage, filing, mail distribution, Xeroxing, typing and word processing.
Qualifications: Ability to work independently and attention to detail are a must. Proficiency in Microsoft Office software package essential. Experience with or willingness to learn database management using SPSS is desirable. Knowledge or interests in Tobacco control a plus.
Number of Positions: 1

Department: Child Health Institute of NJ (New Brunswick Campus)
Position: FWS Student Assistant Faculty
Responsibilities: Provide support in lab, keeping lab organized, restocking common lab supplies, light typing and filing.
Qualifications: Basic computer skills and ability to lift boxes of lab supplies
Number of Positions: 1

Department: Graduate School of Biomedical Sciences
Position: Student Assistant
Responsibilities: General assistance in the office, making copies, scanning, making PDF's, filing, generalizing spread sheets, etc.
Qualifications: Microsoft Office.
Number of Positions: 1

Department: IST / ACS
Position: Student Computer Lab Assistant
Responsibilities: Provide user support in lab. Monitor printers and keep lab machines clear. Supervise lab.
Qualifications: Basic computer skills
Number of Positions: 13 (Positions filled)

Department: Medicine
Position: Clerical Assistant
Responsibilities: Answer busy telephones, filing, order supplies and perform other clerical duties as needed.
Qualifications: Working knowledge of Microsoft office system, ability to work well with faculty and staff, professional demeanor.
Number of Positions: 2 (Positions filled)

Department: Neuroscience and Cell Biology
Position: Student assistant
Responsibilities: Assist with select surgeries, assist lab personnel, perform basic lab duties (make buffers/solutions, and clean glassware).
Qualifications: previous experience with sterile surgical technique.
Number of Positions: 1-2 (Positions filled)

Department: Office of Admission
Position: Tour Guides
Responsibilities: Tour guides for interview day or when needed
Qualifications:
Number of Positions: 3 (Positions filled)

Department: Office of Education
Position: Work Study
Responsibilities: Clerical duties and coordinator assistance.
Qualifications:
Number of Positions: 1 (Position Filled)

Department: Office of Information Technology – Academic Resource Center (previously Media Library)
Position: Student Assistant
Responsibilities: Provide student assistance with check in/check out. Provide bar codes when needed, help students find items. Print, re-shelf and re-file resource materials. Perform routine clerical tasks. Answer phone.
Qualifications: Reliability and integrity required. Attention to detail is important. Good interpersonal skills necessary.
Number of Positions: 4 - 6 (Positions filled)

Department: Office of Information Technology
Position: Podcast Operator
Responsibilities: Start and stop podcast for lectures.
Qualifications:
Number of Positions: 1 (Position filled)

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: 4 (Positions filled)

Department: RWJMS – Molecular Genetics, Microbiology and Immunology
Position: Student Assistant
Responsibilities: Basic laboratory maintenance including stock preparation, ordering and maintaining lab organization.
Conduct a research project to be administered by the principal investigator or other lab personnel.
Qualifications:
Number of Positions: 1 (Position filled)

Department: Student Affairs
Position: Match Maker Database Entry
Responsibilities: Review match list of previous graduates and compare with entries in match maker data base.
Correct/edit information as necessary
Qualifications: Basic computer skills.
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 (Positions filled)

Department: Teaching Labs
Position: Lab Assistant
Responsibilities: Opening and closing of partitions/walls between classrooms.
Qualifications: None will be trained upon hire.
Number of Positions: 2 (Positions filled)
