

FEDERAL WORK STUDY JOB BANK

Newark Campus

2011 - 2012 Job Postings

Department: Academic Affairs - NJDS
Position: Clerk
Responsibilities: General office duties including typing, filing, copying, distribution of mail, creating folders, assisting in special events.
Qualifications: Knowledge of MS Office. Must be detail oriented; confidentiality must be strictly adhered.
Number of Positions: 1 (Position Filled)

Department: Academic Affairs - NJDS
Position: Student Assistant
Responsibilities: Maintain equipment located in NJDS Student Lounge. Clean refrigerator and microwaves. Clean tables and chairs. Collect pool table/ping pong equipment. Ensure all in working order.
Qualifications:
Number of Positions: 1 (Position Filled)

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 (Position Filled)

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: 1 (Position Filled)

Department: Alumni Association - NJMS
Position: Work Study
Responsibilities: Secretarial duties including use of Microsoft Office; good phone and organization skills.
Qualifications: Excel & Word.
Number of Positions: 2 (1 Position Available)

Department: Anesthesia
Position: Research Assistant
Responsibilities: Assist with data collection and some clerical duties.
Qualifications: Any level nursing student.
Number of Positions: 1 (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: 1 (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: 1 (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: Seeking a 2nd year medical student.
Number of Positions: 4

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: 1 (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: 1 (Position Filled)

Department: Biochemistry and Molecular Biology
Position: Research Assistant
Responsibilities: To grow primary and immortalized cells in sterile culture, to transfect cells with plasmids and small RNAs with plasmids and small RNAs, to prepare cell extracts and assay enzyme and protein levels, to assist with other molecular techniques as needed, to prepare figures for publications.
Qualifications: Molecular and cell biology skills as described above.
Number of Positions: 1 - 2

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: 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: Department of Rehabilitation & Movement Sciences
Position: Student Assistant
Responsibilities: Clerical and research assistance.
Qualifications:
Number of Positions: 1 (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: 1 (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: 1 (Position Filled)

Department: Emergency Management and Occupational Health and Safety
Position: Office Assistant
Responsibilities: Assist with general office duties, including light filing, data entry, and other clerical work.
Qualifications: Will train. Familiarity with PC, MS Office a plus.
Number of Positions: 4

Department: Emergency Medicine
Position: Research Assistant
Responsibilities: Perform literature reviews utilizing OVID and Medline databases. Topics to include: emergency department quality improvement, emergency medical services transport. Prepare reports as assigned by supervisor. Data entry in Microsoft Access and Excel and basic data analyses in Excel.
Qualifications: Must be efficient in performing literature searches using various search engines including the internet. Must be proficient with Excel, Access, PowerPoint, EPIC and Saver. Training will be provided for EPIC.
Number of Positions: 1 (Position Filled)

Department: Faculty Administration (NJDS)
Position: Student Assistant
Responsibilities: Maintain and upkeep laboratories and equipment in Rooms C-617; C-619; C-622; C-623; C-627
Qualifications:
Number of Positions: 1 (Position Filled)

Department: Faculty Administration (NJDS)
Position: Pre-Clinic Student Assistant
Responsibilities: Must maintain consistent order that all equipment and all laboratory rooms up to NJDS standards for this 24/7 pre-clinic. Must be work evenings.
Qualifications:
Number of Positions: 1 (Position Filled)

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: Assistant Professor
Responsibilities: Conduct paper chart reviews in clinical setting.
Qualifications: Chart review experience
Number of Positions: 4

Department: Graduate School of Biomedical Sciences - Admissions & Student Affairs
Position: Audio Visual Assistant
Responsibilities: AV assistant needed for GSBS evening course instruction 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: 1 (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

Department: Graduate School of Biomedical Sciences - Student Affairs & Admission
Position: Student Worker
Responsibilities: Assist with office work. Assist with setting up special events.
Qualifications: Computer skills and light lifting.
Number of Positions: 1 (Position Filled)

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 needed.
Number of Positions: 1 (Position Filled)

Department: Health Informatics - Health Information Mgmt. Program
Position: Administrative Assistant
Responsibilities: Provide clerical support to program director and faculty. Includes but not limited to filing, copying, developing documents (i.e. tables, spreadsheets, PPT slides).
Qualifications: Knowledge of basic office software (MS Word, Excel, PowerPoint).
Number of Positions: 1

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: Respirator Fit Tester/Infection Control Assistant
Responsibilities: Provide TB respirator fit testing to hospital staff. Assist with reporting of communicable diseases to the health authorities.
Qualifications: Computer knowledge.
Number of Positions: 1 (Position Filled)

Department: Information and Instructional Technology - SHRP
Position: Computer Lab Assistant
Responsibilities: Provide support to SHRP students in the daily operation of SHRP Computer Lab; including printing and login issues. Keep printers working all the time.
Qualifications: Basic computer troubleshooting skills. Familiarity with MS Office products, Windows Operating System and the Web.
Number of Positions: 1

Department: IST/CST – Client Services
Position: Computer Lab Assistant
Responsibilities: Monitor computers and support users.
Qualifications: Desktop PC user.
Number of Positions: 1

Department: IT @ NJMS
Position: Student Assistant
Responsibilities: Provide technical support to the IT@NJMS Applications and Web Services teams. Knowledge of any of the following: PHP, .NET, ColdFusion,SQL, mySQL, Java, HTML, Adobe Photoshop, Dreamweaver, Flash. Will also be responsible for light clerical duties as needed.
Qualifications: Must be self-motivated, go-getter who has strong organizational and technical skills.
Number of Positions: 2

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: Marketing and Communication
Position: Executive Director for Administration
Responsibilities: Photography, writing and social media.
Qualifications: Photography, writing and technology.
Number of Positions: 1 (Position Filled)

Department: Medicine – Center for Emerging Pathogens
Position: Student Assistant
Responsibilities: Assist laboratory center with sterilization functions, general office functions, PCR gel and sequencing.
Qualifications:
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 - 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 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: 1 (Position Filled)

Department: Microbiology and Molecular Genetics
Position: Masters Student Lab Assistant
Responsibilities: Participant in lab research assist in ordering lab supplies and assist in the lab's daily functions.
Qualifications:
Number of Positions: 1

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: NJ MED PC, UMDNJ - NJMS
Position: Managed Care credentialing Intern
Responsibilities: NJ Med, PC Intern will develop and manage ad-hoc projects to do with the interaction of clinical physician practices with managed care insurance carriers from perspective of billing, registration, collection, reimbursement and MCO policies/procedures. Applicant should have an understanding of managed care insurance, CPT-4 and ICD-9 coding, and prefer someone who has some experience in physician's practice.
Qualifications: Creative person with proficiency in Microsoft Excel, database management and detail and deadline oriented. A highly motivated team player who is a critical thinker, possess strong organizational skills with excellent communication and writing skills.
Number of Positions: 1

Department: NJMS Administration, Facilities, Planning and Management
Position: Student Assistant
Responsibilities: Tour all rooms used for teaching and all public areas and rest rooms on levels A, B and C of MSB. Identify facility issues such as housekeeping deficiencies, ventilation issues, lights not working, plumbing problems, toilet supplies, broken furniture, etc. Enter physical plant work orders on computer and follow up on all work orders .
Qualifications: Knowledge of per techniques and primary neural cell culturing.
Number of Positions: 1

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: 1 (Position Filled)

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: 1 (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 Med PC
Position: Managed Care Credentialing Intern
Responsibilities: NJ Med, PC Intern will develop and manage ad-hoc projects to do with interaction of clinical physician practice with managed care insurance carriers from perspective of billing, registration, collection, reimbursement and MCO policies/procedures. Have an understanding of managed care insurance, CPT-4 and ICD-9 coding and prefer someone who has come experience in physician's practice.
Qualifications: Proficiency in Microsoft Excel. Database management proficiency, detail and deadline oriented; creative, highly motivated team player who is a critical thinker. Must possess strong organizational skills and excellent communication and writing skills.
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: 1 (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: Ob/Gyn/Women's Health
Position: Data Collection for March of Dimes Literacy Support in Prenatal Care
Responsibilities: Assist ObGyn outpatients faculty and staff in data collection and entry of data n literacy support program for women in prenatal care in UH. Assist with development and maintenance of spreadsheet of data, review medical records for data and assist with scoring and scanning of Literacy Screening questionnaires on women enrolled.
Qualifications: Data entry, good communication skills. Student must be proficient with excel, must pass HPA training on line and must become certified in Logician and Epic to view data.
Number of Positions: 2 (Positions Filled)

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: Work Study
Responsibilities: Carry out research in microbiology lab
Qualifications: Knowledge of sterile techniques, good recordkeeping skills.
Number of Positions: 1 (Position Filled)

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: Lab Assistant
Responsibilities: Maintain lab equipment, place orders, grow cells..
Qualifications:
Number of Positions: 1 (Position Filled)

Department: Oral Biology
Position: Student Assistant
Responsibilities: To test the activity of a bacterial protein in plasma.
Qualifications:
Number of Positions: 1 (Position Filled)

Department: Oral Biology
Position: Research Assistant
Responsibilities: Carry out basic research in Microbiology lab.
Qualifications: Liquid handling, sterile technique, microbiological culturing, lab safety techniques.
Number of Positions: 1

Department: Oral Radiology Clinic
Position: Student Assistant
Responsibilities: Scan radiographs; print radiographs and label with patient's name, chart # and date; file radiographs in patients' chart and return to oral radiology clinic assistant or chart room.
Qualifications: Ability to use PC and learn program for scanning images.
Number of Positions: 1

Department: Orthodontics
Position: Student Assistant
Responsibilities: Pouring and trimming orthodontic models.
Qualifications: Dental student.
Number of Positions: 1

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

Department: Orthopaedics
Position: Student Assistant
Responsibilities: Assist postdoctoral researchers with experiments.
Qualifications: Basic molecular/cell biology techniques; cell cultures, protein blotting, real-time PCR.
Number of Positions: 1

Department: Pediatrics
Position: Research Assistant
Responsibilities: Reviews and abstracts medical and educational information, data entry and other research activities.
Qualifications: Microsoft Office.
Number of Positions: 3 (1 Position Filled)

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

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

Department: Pharmacology & Physiology
Position: Work Study
Responsibilities: Work on studies of calcium signaling by a novel ryanodine receptor.
Qualifications: Experience in basic science laboratory procedures and techniques.
Number of Positions: 2

Department: Pharmacology & Physiology
Position: Student Lab Assistant
Responsibilities: Assist in laboratory research, maintain animals, maintain laboratory.
Qualifications: Preferred: biochemistry laboratory in undergraduate.
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 heart 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: 1 (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 (Position Filled)

Department: Pharmacology and Physiology
Position: Student 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 Medicine and Rehabilitation
Position: Office Clerk
Responsibilities: Photocopying, filing, answering phones, stocking supplies, walking patients to and from rooms.
Qualifications:
Number of Positions: 3 (1 Position Filled)

Department: Physical Therapy Program
Position: Student Assistant
Responsibilities: Assist faculty with PT related research and faculty scholarship and services.
Qualifications: Knowledge of Physical Therapy.
Number of Positions: 8

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: Student Project Assistant: Case Based Training Web and Case Development
Responsibilities: Student will work with staff of NJ Public Health Training Center to develop epidemiology and emergency preparedness training cases that will be posted on-line on the project's web site.
Qualifications: Experience in on line computer searches, some background knowledge of biology and public health, and good writing skills are needed.
Number of Positions: 1

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: Preventative Medicine & Community Health
Position: Research Assistant
Responsibilities: Data management and analysis for tuberculosis studies.
Qualifications: Must be SAS proficient-merging files, generating variables, and Base and STAT procedures. Must be able to work with a team of multidisciplinary researchers.
Number of Positions: 1 (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 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 (1 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 and Community Health
Position: Assistant to DPMCH Faculty
Responsibilities: Work with faculty of DPMCH, to assist with work at Newark Department of Child and Family Well Being. Work on immunization data issues, assist with Newark Health Assessment development and assist with grant development for related projects.
Qualifications: Data entry, comfort with Excel databases, good communication skills.
Number of Positions: 1 (Position Filled)

Department: Preventive Medicine and Community Health
Position: Data Assistant
Responsibilities: Assist with data analysis at Newark Health Department.
Qualifications: Competency in Excel and data management.
Number of Positions: 1

Department: Preventive Medicine and Community Health
Position: Research Assistant
Responsibilities: Position is responsible for supporting research by working closely with the Research Coordinator to ensure high quality data. The Research Assistant will consent and interview pregnant women at the UMDNJ Ob/Gyn clinic (Newark) on Wednesday morning from 9:00 am to 12:00 pm.
Qualifications: Bilingual in English and Spanish; excellent communication skills.
Number of Positions: 1 (Position Filled)

Department: Preventive Medicine and Community Health
Position: Data Analyst
Responsibilities: Disambiguation of data for research paper analysis of raw data and development of data categories.
Qualifications: Knowledge of medical terms relating to disease processes, prevention and treatment.
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: Preventive Medicine and Community Health
Position: Assistant to New Jersey Public Health Training Center
Responsibilities: Work with faculty of DPMCH and SPH to make sure Public Grand Rounds is advertised, staffed and evaluated. Assist with development of Case Eased Training Web site and assist with logistics of off site training.
Qualifications: Data entry, comfort with Excel data bases and good communication skills.
Number of Positions: 1

Department: Radiology
Position: Student Assistant
Responsibilities: Enroll Patients in study, obtain consent. Supervise MRI scans. Data analysis, help write papers. General computer lab and housekeeping.
Qualifications: Good computer skills and interpersonal skills to interact with patients.
Number of Positions: 2

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

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: Assist with research.
Qualifications: Basic computer skills, good communication skills, analytical thinking, self-sufficient, occasional weekends/evenings.
Number of Positions: 1 (Position filled)

Department: Restorative Dentistry
Position:
Responsibilities: Pour 200 stone dental casts from molds
Qualifications: Basic Dental Laboratory
Number of Positions: 1

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 – Health Disparity
Position: Student Research Assistant
Responsibilities: Assists with literature reviews, data collection, data analysis and report writing.
Qualifications: Word processing, good writing and oral communication skills, public health background or interest.
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: Student Affairs
Position: Student Affairs Student Worker
Responsibilities: Assist with activities of the Center of Academic Success and The Center of Life Long Learning.
Qualifications: Filing, binding PowerPoint slides, creating spreadsheets.
Number of Positions: 1

Department: Student Affairs
Position: Program Administrator
Responsibilities: Provide general office duty assistance for the New Jersey Dental School Office of Student Affairs. Typing, filing, copying, distribution of mail, creating folders and assisting in special events.
Qualifications: Experience in MS Office. Must be detailed oriented. Confidentiality a must.
Number of Positions: 1 (Position Filled)

Department: Surgery
Position: Student Researcher
Responsibilities: Design and complete bench research project under supervision of trauma surgery attending and surgical resident.
Qualifications: Good organization, undergraduate understanding of statistics, basic lab techniques like pipetting..
Number of Positions: 1 (Position Filled)

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: UMDNJ/RWJMS – Women’s Health Institute
Position: Student Assistant
Responsibilities: Assist with recruitment and data entry for our various clinical trials. Receiving and responding to phone calls. Create and edit electronic documents, filing, photocopying and archiving study records. Collection of laboratory and procedural data.
Qualifications: Demonstrate knowledge of Microsoft Word, Excel, Power Point and demonstrate telephone skills.
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: 5