

FEDERAL WORK STUDY JOB BANK

Stratford Campus

2011 - 2012 Job Postings

Department: Academic & Student Affairs
Position: Summer PREP – Research Assistant
Responsibilities: Helping with locating, interviewing and surveying past participants in the undergraduate medical sciences enrichment internship, Summer PREP Program.
Qualifications: Survey data collection and analysis; experience with social networking web sites/ MS Excel, Word Outlook
Number of Positions: 1 (Position Filled)

Department: Enrollment Services (Admissions & Registrar)
Position: Clerical Support Staff
Responsibilities: Assist with filing, processing applications, copying, scanning, sorting confidential materials, answering phones, etc.
Qualifications: Good communication skills, ability to lift files, handle multiple phone lines.
Number of Positions: 3 (Positions Filled)

Department: GSBS @@ SOM
Position: Office Assistant
Responsibilities: Variety of office work including preparing orientation packets and recruiting packets, attending recruitment events.
Qualifications:
Number of Positions: 1 (Position Filled)

Department: Library
Position: Library Clerk
Responsibilities: Assisting library users, re-shelving books and journals, discharging materials from the circulation desk, photocopying requested materials, providing basic assistance in locating materials, other duties as required.
Qualifications: Excellent customer service skills, familiarity with the Library's print and online resources, familiarity with web-based resources.
Number of Positions: 9 (Positions Filled)

Department: Molecular Biology
Position: Laboratory Technician
Responsibilities: Running experiments, growing culture, protein expression and purification, general lab maintenance.
Qualifications: BS/BA degree
Number of Positions: 2 (Positions Filled)

Department: NJISA - Geriatrics
Position: Education and Research Assistant
Responsibilities: Support the educational and research functions, create online surveys, develop and maintain data spreadsheets, generate reports, participate in posters and publications, participate in fellowship recruitments, and other educational projects.
Qualifications: Data entry, Excel, Word Processing.
Number of Positions: 1 (Position Filled)

Department: NJISA
Position: Student Research Assistant
Responsibilities: General office work including filing, copying, mailing (large volume) and data entry.
Qualifications: Attention to detail and organization SPSS helpful but will train.
Number of Positions: 1 (Position Filled)

Department: Ob/Gyn - Research
Position: Laboratory Assistant
Responsibilities: Process samples for an epidemiologic student; data analysis related to research.
Qualifications: Familiarity in lab setting/prior laboratory experience; computer experience with SAS.
Number of Positions: 1
