

FEDERAL WORK STUDY COMMUNITY SERVICE JOB BANK

Piscataway Campus

2011 -2012 Job Postings

Department: NJMS/Preventive Medicine and Community Health
Position: Program Assistant
Responsibilities: Assist doctor and staff in cancer, asthma and related community-based health projects serving the community, such as those by the Essex County Cancer Coalition, the Northern New Jersey Prostate Cancer Initiative and the Pediatric/Adult Asthma Coalition of New Jersey
Qualifications: Computer proficiency (MS Office and statistical software), excellent writing skills, excellent community outreach skills, knowledge of Essex County community desirable. All students must satisfactorily complete the UMDNJ CITI training course about Human Subjects Protection prior to beginning work and maintain approval status.
Number of Positions: 1-6

Department: Office of Community Health
Position: Indigent Clinic Phone/Scheduling Coordinator
Responsibilities: Students will manage the Promise Clinic cell phone calls, coordinate appointments for patients and address non-emergency concerns.
Qualifications: Personable, efficient, and knowledgeable of student run clinic and patients protocols.
Number of Positions: 2 (Positions filled)

Department: Office of Community Health
Position: Office/Community Service Assistant
Responsibilities: Students will assist with office work, preparation of student/community initiatives and maintain community service/didactic logs and evaluations.
Qualifications: Proficient time management and computer skills, flexible scheduled, organized and most importantly interested in community service.
Number of Positions: 1

Department: Office of Community Health
Position: Tutoring/Mentoring Coordinator
Responsibilities: Medical student will mentor and tutor community high and middle school students in the sciences and on higher education.
Qualifications: Flexible, personable, computer and tutoring proficient. Well organized with good time management skills.
Number of Positions: 2
