

FEDERAL WORK STUDY COMMUNITY SERVICE JOB BANK

Newark Campus

2011-2012 Job Postings

Department: Ambulatory Care Services
Position: Assistant Health Educator
Responsibilities: Assists with planning, organizing and coordinating the health education and community health programs in the Department directed at public awareness of health needs, sound health practices, hospital and community health resources; assists with the Department's literacy program.
Qualifications: The candidate must be excellent interpersonal and communication skills and be comfortable speaking in front of groups. Must enjoy working with individuals of varied backgrounds and abilities. Handwriting must be legible; proficiency with computer and presentations software programs; bilingual a plus.
Number of Positions: 4

Department: Ambulatory Care Services
Position: Intake Aide
Responsibilities: Assists patients in completing health and medication history questionnaires; assists with patient flow in the clinic; provides basic health education to patients waiting for care.
Qualifications: The candidate must have excellent interpersonal and communication skills and be comfortable speaking in front of groups. Must enjoy working with individuals of varied background and abilities. Handwriting must be legible; proficiency with computer and presentation software; bilingual a plus.
Number of Positions: 5

Department: Department of Preventive Medicine / NJPIES
Position: Public Education Assistant
Responsibilities: Assisting the Public Education Department on the NJ Poison Control Center with distributing poison prevention materials.
Qualifications: Ability to lift boxes and stand for periods of time. Read and write.
Number of Positions: 2

Department: Family Medicine
Position: Student Assistant
Responsibilities: Provides administrative support for the Science Medicine and Related Topics (SMART) program. Organizing and categorizing SMART Program inventory, copying, answering phones, ordering and pickup supplies, and running errands.
Qualifications: Must be detailed oriented and proficient in Microsoft Access, Word and Excel. Should be a team player who is friendly and has good organizational and interpersonal skills. Must be able to work some Saturdays when requested.
Number of Positions: 1

Department: Family Medicine
Position: Youth Community Worker
Responsibilities: Will be required to work with high school students. This may involve teaching, organizing supplies or answering phone calls, etc. The SMART Initiative Program is a community program for high school students in Newark and the surrounding areas.
Qualifications: Good communication skills, computer skills, and enjoys working with teenagers.
Number of Positions: As many as possible.

Department: Family Medicine
Position: Clerical Assistant
Responsibilities: Assist with administrative duties and patient appointments for our clinic for uninsured patients and assist with administrative duties and community outreach for the education division of the department of family medicine.
Qualifications: Ability to use the internet and library resources to locate educational materials, knowledge of Microsoft Word and Excel.
Number of Positions: 1

Department: Family Medicine
Position: SMART Program Instructor
Responsibilities: SMART Program teacher for 12th Grade SAT/Medical Terminology/Dynamics in Healthcare.
Qualifications: Tutor in Math, English and Science skills.
Number of Positions: 1 (Position filled)

Department: Marketing and Communications
Position: Marketing Intern
Responsibilities: Seeking highly motivated and qualified individuals for internships with the Marketing and Communications Department of the UMDNJ-New Jersey Medical School. Responsibilities include but are not limited to: writing articles for online and print publications; developing news releases; assisting with NJMS' social media marketing efforts, including updating its Facebook and Twitter pages; identifying branding opportunities, facilitating direct marketing projects and publicizing research, events and activities; taking photographs of faculty, students and staff at special events; assisting with web site related projects; assisting with a health care focused public access television segment; and performing some light clerical work.
Qualifications: Proficient in Microsoft Suite; Photoshop or other, more advanced programs; detail and deadline oriented. Highly motivated team player who is a critical thinker, possess strong organizational skills with strong communication and writing skills. Familiar with social media networks, prior experience with Web design and photography is strongly desire.
Number of Positions: 1

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: New Jersey Poison Information & Education System
Position: Clerk
Responsibilities: The student will be responsible for facilitating the dissemination of education materials that will reach libraries, pharmacies, doctor's offices, schools, social service providers and other organizations throughout the state of New Jersey.
Qualifications:
Number of Positions: 2

Department: Newark EMA HIV Health Services Planning Council
Position: Associate Health Planner
Responsibilities: Assist health planner in providing support to the council. Assist in coordinating and developing the community-based needs assessment. Assist in the development and implementation of Council and Committee orientation and training events.
Qualifications: Excellent computer skills. Experience in research. Communication and interpersonal skills.
Number of Positions: 1 (Position Filled)

Department: Ob/Gyn
Position: Assistant for Post-Partum Group Sessions
Responsibilities: Help set up for the postpartum support group. Gather information and collect data.
Qualifications: Knowledge of Microsoft Word & Excel. Must be available on Fridays.
Number of Positions: 1

Department: Office of the Dean
Position: Student Assistant
Responsibilities: Administrative support for special projects and events including but not limited to community relations; special events; emergency management; government relations, marketing and communications and other administrative projects. Light clerical duties may also be assigned as needed.
Qualifications: Must be highly motivated and possess strong organizational and technical skills. Ability to multi-task, follow directions and take initiative. Must have working knowledge of Microsoft Office (Word, Excel, PowerPoint, etc.) and must possess excellent communication and writing skills.
Number of Positions: 1

Department: Pediatrics
Position: Community Health Associate
Responsibilities: Implement autism screening through cooperating Newark – area pediatric practices, using a standard, valid, parent report questionnaire. Training provided.
Qualifications:
Number of Positions: 1 – 3

Department: Preventative Medicine & Community Health (NJMS)
Position: Program Assistant (Comprehensive Cancer Control)
Responsibilities: Assist with comprehensive cancer control activities.
Qualifications: Excellent writing and communication skills. Computer proficiency (MS Word & Excel). Knowledge of community is desirable.
Number of Positions: 1 – 2

Department: Preventative Medicine & Community Health (NJMS)
Position: Program Assistant (Asthma Epidemiology)
Responsibilities: Help promote and evaluate proper asthma disease management among asthmatics in the community. Assist with data entry, analysis, literature reviews, progress reports, and other administrative duties.
Qualifications: Understanding of health promotion methods; excellent writing skills; computer proficiency (MS Office & SAS).
Number of Positions: 1

Department: Preventative Medicine & Community Health (NJMS)
Position: Health Mapper
Responsibilities: Collect and analyze data on health and disease for local health department.
Qualifications: Basic computer skills; Excel, SAS, EPI-Info preferred but not required..
Number of Positions: 4 (2 Positions Filled)

Department: Preventative Medicine & Community Health, NJMS
Position: Research Assistant
Responsibilities: Provide support to community health related cancer projects to county wide efforts. (Essex County Cancer Coalition)
Qualifications: Computer literate.
Number of Positions: 2

Department: Preventative Medicine & Community Health, NJMS
Position: Evaluator for Safe Dates Program
Responsibilities: Assist with evaluation of the project. Collect student and teacher forms and enter data onto Excel spreadsheet. Attend team meetings. Help prepare quarterly reports.
Qualifications: Ability to enter data on Excel. Willingness to visit Newark and Bloomfield Vo-Tech high schools.
Number of Positions: 1

Department: Preventative Medicine & Community Health
Position: Evaluator of March of Dimes Literacy Support in Prenatal Care
Responsibilities: Work with faculty of DPMCH and Ob/Gyn to evaluate efficacy of a literacy support program for women in prenatal care at UH. Develop and maintain spreadsheet of data on women enrolled in program. Review medical records for data from prenatal care and delivery period. Prepare and present charts and graphs demonstrating characteristics of women enrolled as well as delivery outcomes.
Qualifications: Data entry, comfort with Excel database, good communication skills.
Number of Positions: 1

Department: Preventative Medicine & Community Health
Position: Student Project Assistant: Coalition on Lead Poisoning Prevention
Responsibilities: Student will work with Coalition staff to prepare meeting minutes, prepare charts on lead data from on line sources, assist with Coalition information management.
Qualifications: Competent in Microsoft Excel and Word, and enjoy organizational activities. Good writing and communication skills.
Number of Positions: 1 (Position filled)

Department: Project Grad Newark (Off Campus)
Position: Executive Director
Responsibilities: Tutors for reading, literacy will work in classes with students one-to-one and in small groups of 3 to 5 students in grades K-8. Tutor will receive training and specific instructions from the students' teacher regarding the focus of the tutorial session and materials needed. Tutors for math will be trained to work with students one-to-one-to three providing practice and reinforcement of math skills and concepts for students in grades 2-5 studying Everyday Math programs and grades 6-8 studying the Connected Math Program.
Qualifications: All tutoring will take place at the school location and under the supervision of the classroom teacher or another staff member assigned.
Number of Positions: 10

Department: Public Medical Education
Position: Student Assistant
Responsibilities: Student will assist in the administration of the Mini Med School and Pre-Medical Honors program.
Perform literary reviews.
Qualifications:
Number of Positions: 7

Department: SAVE Outreach Community Program
Position: Community Outreach Program Assistant
Responsibilities: Provide assistance to healthcare providers and office staff for the cancer screening outreach program in the community and office as needed.
Qualifications: Computer knowledge, filing and foreign language skills; i.e. Spanish, Portuguese, French helpful but not necessary.
Number of Positions: 2

Department: St. Philip's Academy (Off Campus)
Position: Mentors/Tutors
Responsibilities: Middle School Mentor/Tutors (Grades 5-8) and Lower School Mentors/Tutors (K-4) for students with special talents and needs and work 45 minute periods before and/or after lunch as well as in After School Program.
Qualifications:
Number of Positions: 18

Department: St. Philips' Academy (Off Campus)
Position: Family Style Lunch Proctors
Responsibilities: Family Style Lunch Proctors for three different grade level lunches: K-2; 3-5; 6-8. For each lunch, volunteer will discuss the nutritional value of food being served to students and help moderate portion control and clean up. (Eco-Spaces Program).
Qualifications:
Number of Positions: 18

Department: St. Philip's Academy (Off Campus)
Position: Master Gardeners
Responsibilities: Master Gardeners to help students take responsibility for planting, harvesting and cooking and composting seasonally.
Qualifications:
Number of Positions: 18

Department: St. Philips' Academy (Off Campus)
Position: Mentors/Tutors After-School Program
Responsibilities: After School Program to offer individualized help as Mentor/Tutors.
Qualifications:
Number of Positions: 18