

GENERAL JOB CATEGORIES*

ANIMAL CARE ASSISTANTS/FARM WORKERS

Campus Availability: Cook Campus

Work Schedule: Flexible

Animal Care Assistants/Farm Workers assist with animal care, research and training. The animals include horses, cattle, swine, sheep, goats, whitetail deer and traditional laboratory animals. Students will be required to work during inclement weather, possess a valid driver's license, and be able to lift up to 50 pounds.

ATHLETICS/INTRAMURAL/RECREATION STAFF

Campus Availability: All Campuses

Work Schedule: Flexible

Recreation Staff generally work in the University Recreation Centers. Available positions include Intramural Assistant, Life Guard, Fitness Assistant, Information Assistant/ID Checker and Office Assistant. Some positions require special skills, and Life Guard certification is required for all Life Guard positions.

HOUSE CREW STAFF

Campus Availability: All Campuses

Work Schedule: Flexible

House Crew staff members are generally responsible for setting up meeting rooms, programming space and audio/visual equipment. They assist guests, and ensure equipment is operational. Additional responsibilities include repair and cleaning of furnishings and equipment and completing building tours. Audio/visual equipment experience and the ability to lift up to 30 pounds are required.

LIBRARY ASSISTANT

Campus Availability: All Campuses

Work Schedule: Flexible

A variety of positions are available at all university libraries, as well as in numerous academic departmental libraries. Duties for Library Assistants may include assisting patrons at the Information Desks with online circulation and reserve materials, as well as shelving, searching and retrieving library materials. Positions for Office Assistants are also available at most libraries. University libraries employ undergraduate and graduate students.

OFFICE/STUDENT ASSISTANT

Campus Availability: All Campuses

Work Schedule: Weekdays from 8:30 a.m. to 5:00 p.m.

Office/Student Assistants generally provide basic clerical support to university staff. Duties for Office Assistants may include filing, answering phones, photocopying, mass mailings, data entry and computer work. Experience with standard office software programs such as Word and Excel is usually required.

SCIENCE LAB ASSISTANT/SCIENCE LAB RESEARCH ASSISTANT

Campus Availability: Busch and Cook Campuses

Work Schedule: Weekdays from 8:30 a.m. to 5:00 p.m.

Available positions include Science Lab Assistants and General Lab Assistants. Science majors with qualifications such as prior lab experience or course work may assist with ongoing lab research projects. Students without the required lab experience or course work may assist with general lab maintenance duties. Departments include biological sciences, chemistry, microbiology, geology, pharmacy, plant pathology and animal sciences.

STUDENT CENTER ASSISTANT

Campus Availability: All Campuses

Work Schedule: Flexible

Student Center Assistant positions include Information Desk, and Café and Office Assistant. Student Center Assistant duties may include, greeting guests and visitors, working in the

student center café or store, or general office duties. Some positions require special skills or prior experience.

THEATER TICKET SALES ASSISTANT/PERFORMANCE USHER

Campus Availability: Douglass Campus

Work Schedule: Flexible

Ticket Sales Assistants and Performance Ushers assist patrons with ticketing, seating and security, prior, during and after performances offered by Mason Gross School of the Arts. Ticket Sales Assistants may require some experience with handling money. Assistants and Ushers are not required to be students of the Mason Gross School of the Arts. Pleasant and friendly personalities are required.

TUTOR – RUTGERS UNIVERSITY COURSES

Campus Availability: All Campuses

Work Schedule: Flexible

Tutors for Rutgers University courses work directly with students in a variety of settings, such as regularly scheduled, group and one-on-one sessions. All applicants are required to have a minimum cumulative grade-point average of 3.0 or greater, have completed the Rutgers course for all subjects in which the applicant wants to tutor, and have earned a grade of 3.0 or greater in all subject areas in which the applicant wants to tutor.

***For more information about Computer and Information Technology Assistant, Engineering Lab Assistant, Mason Gross School of the Arts, paid on-campus and off-campus community service, and literacy and math tutoring for grades K-9, as well as other job opportunities, please see the [Specialty Job Categories](#) list.**