

SPECIALTY JOB LISTS

ON-CAMPUS PAID COMMUNITY SERVICE JOBS INFORMATION

The Federal Work Study Program (FWSP) offers employment opportunities to work study students who are interested in working in a community service environment. All community service jobs are paid positions that provide an opportunity for students to earn income while producing meaningful work that improves the quality of life for community residents.

Establishing Eligibility for the Federal Work Study Program

- File a Free Application for Financial Student Aid (FAFSA) and receive an offer of FWSP funds on your financial aid award letter.

Applying for On-Campus or Off-Campus Community Service Jobs

- Complete a FWSP online job application form.
- Contact the department or agency you interested in to schedule a job interview.
- Accept a job offer, and establish a work schedule and start date with that department or agency.
- Contact the Student Employment Office (SEO) and provide the name of the of the interviewer and the department or agency name. You may email this information to Cindy Meekins at cmeekins@rci.rutgers.edu or call 732-932-8817 x651.
- Pick up your Employment Authorization Form (EAF) from the SEO. **Please note that you may begin working only after you have picked-up your EAF from the SEO.**

ON-CAMPUS PAID COMMUNITY SERVICE JOBS LIST

[Center for Urban Policy Research](#)

[Douglass Psychology Child Study Center](#)

[Diversity And Success In The Sciences - Community Service Program](#)

[Family Life Education](#)

[GSAPP - Psychology Clinic](#)

[Institute For Families Community Service](#)

[Latino Arts And Culture Center Summer Camp](#)

[National Institute For Early Education Research](#)

[Nutritional Science Infant Study](#)

[Nutritional Sciences Preschool](#)

[Rutgers Gardens](#)

[Students with Disabilities](#)

[Upward Bound Program](#)

ON-CAMPUS PAID COMMUNITY SERVICE JOB DESCRIPTIONS

BUSCH CAMPUS

GSAPP - Psychology Clinic (8707)

Contact - Suzanne Baranello baranell@rci.rutgers.edu or 732-445-6111 X25

Office Assistant - Assistant will cover the front desk where clients enter during the day and possibly some evening hours. Help with the data entry, clinic paperwork, and general office duties including filing, copying, etc. Assist Clinic Coordinators, Office Manager, and Clinic Director. Computer knowledge of Word, Access and Excel helpful, but we will train.

Diversity and Success in the Sciences - Community Service Program (8726)

Contact: Laura Panos at panos@biology.rutgers.edu or 732-445-0939

Student Assistant - Management of syllabi, rosters and phone call logs. Interact with high school students, faculty, and staff; assist coordinator with weekly setup. Must type and be computer literate.

COLLEGE AVENUE CAMPUS

LATINO ARTS AND CULTURE CENTER SUMMER CAMP (8702)

Contact - Sandra Rocio Castro at scastro@rci.rutgers.edu or 732-932-1263

Student Assistant - On site counselor for 5 wk. camp, with some pre and some post program work required. Work with African American and Latino youth ages 10-17 yrs. in art projects, gang awareness workshops, mural painting projects, go on field trips etc. Camp held on campus at Rutgers. Full supervision at all times by camp director, assistants will not be left alone w/ children.

Student Manager - The Latino Scholars Program Coordinator will coordinate tutoring programs in New Brunswick schools under CLAC supervision. Duties: Train, mentor and provide on-site supervision for UG tutors. Collect, verify and prepare tutor payroll. Schedule and hold regular meetings with tutors. Liaison between the tutoring program and the schools and maintains dialog with teachers, tutors, and directors. Provides support to the Director and participates in research projects and program evaluations. Bilingual and/or education major preferred, but not required.

STUDENTS WITH DISABILITIES (8711)

Contact – Greg Moorehead at drgreg@rci.rutgers.edu or 732-932-6725

Student Assistant - The Office Assistant is responsible for filing, copying, scanning texts, answering phones, and picking up items at various campus offices. Good communication skills. Good computer/keyboarding skills. Strong work ethic.

NATIONAL INSTITUTE FOR EARLY EDUCATION RESEARCH (8715)

Contact: Valerie Werstler at vwerstler@rci.rutgers.edu or 732-932-4350 x223

Undergraduate Research Assistant – Research support for studies to assess and improve preschool education at The National Institute for Early Education Research. May include data collection, database management, general internet research, and helping with reports. Will become familiar with basic educational assessments, data revisions and data entry. This is a wonderful opportunity to be involved in high-profile preschool policy research, and RAs will work closely with and report directly to Research Project Coordinator. Basic experience with Microsoft Word and Excel required. Must demonstrate ability to work independently and communicate effectively. Experience with assessment and/or SPSS preferred. Psychology or Education concentration preferred. Graduate and undergraduate students are welcome to apply

Undergraduate Research Assistant - Perform library and online research. Assist with writing research extracts and reports. Advanced experience with Microsoft Excel preferred.

DOUGLASS CAMPUS

NUTRITIONAL SCIENCE INFANT STUDY (8708)

John Worobey at worobey@rci.rutgers.edu or 732-932-6517

Undergraduate Research Assistant - Assist with data collection for study of infant growth and development. Work involves recruiting and observing mothers and infants, interviewing mothers, recording dietary intake, entering data on computers. Nutrition Major, speak Spanish, computer skills.

DOUGLASS PSYCHOLOGY CHILD STUDY CENTER (8719)

Contact – Jennifer Manuola at jenne@rci.rutgers.edu or at 732-932-8881

Classroom Assistant - Assists the full time staff in the care and supervision of the children enrolled in the preschool program. Responsibilities include supervising children engaged in classroom and playground activities; administering minor first aid; the daily care of young children, including diaper changing; assisting in the daily maintenance/housekeeping of the childcare center. Supervise/mentor fieldwork students. This Level II position is reserved for students who have worked in our program for more than 1 year, or have worked previously in a comparable childcare setting for more than 1 year. Applicants must interview for the position. Must undergo fingerprinting & background checks.

Office Assistant - The office assistant will answer phones, take messages, perform photocopying jobs, filing, faxing, mailing projects and light data entry. Also will greet visitors and assist visitors/guests upon entering childcare center. Various shifts available to ensure the office is covered during the hours of 10am-6pm. Telephone skills including pleasant demeanor and customer service, MS Word/Excel a plus, attention to detail, knowledge of how to use a photocopier and fax machine, capable of maintaining confidentiality.

NUTRITIONAL SCIENCES PRESCHOOL (8723)

Contact: Harriet Worobey at harrietw@rci.rutgers.edu or 732-932-8895

Student Teacher Assistant - Working with 3 and 4 year olds. Duties include set-up, help with class management, reading to small groups of preschoolers, snack preparation/cooking with children, responsibilities at learning centers and supervision of outdoor play. Hours available: 9:15 - 12:15, Monday - Friday. Interview is mandatory. Must be able and want to work with 3 and 4 year old children.

RUTGERS GARDENS (8736)

Contact: Monica McLaughlin at mamcl@aesop.rutgers.edu or 732-932-8451

Horticultural Assistant - Performs varied duties both in greenhouse and in the garden. Duties include but not limited to planting, watering, weeding, plant propagation, seeding, record keeping, and general garden maintenance. Interest in plants is helpful, but not necessary.

General Assistant - General care of plant materials at Rutgers Gardens, both in the Greenhouse and in the Garden.

DOWNTOWN NEW BRUNSWICK

CENTER FOR URBAN POLICY RESEARCH (8735)

Contact: Roland Anglin at r.anglin@rci.rutgers.edu or 732-932-2363 x599

Student Assistant - Help with research on (1) community economic development and (2) revitalization of the city of New Orleans. Good research skills; need someone who pays attention to detail

LIVINGSTON CAMPUS

INSTITUTE FOR FAMILIES COMMUNITY SERVICE (8714)

Contact: Christina Maggio at csmaggio@ssw.rutger.edu or 732-445-0512 x155

Office Assistant - General office duties including filing, typing, data entry, copying, telephone and general office duties as needed. Typing, Ms Office, excellent written and verbal communication skills, must be willing to work in timely and conscientious manner. Work may require confidentiality.

UPWARD BOUND PROGRAM (8704)

Contact - James H. Whitney, III at jhwiii@echo.rutgers.edu or 732-445-3090 x178

Office Assistant - General work-study duties will consist of filing, photocopying, typing, answering phones, making calls, special projects, supply management, acting as a role model and mentor to Upward Bound students. Must be knowledgeable of Microsoft Office (Word, Excel, PowerPoint, Access, and Publisher). Must be a matriculating Rutgers University Sophomore, Junior, or Senior.

Lounge Monitor - Work as tutor monitor/hall monitor for our residence hall during our summer Upward Bound program.

Student Manager - Student Manager is responsible for the following: Supervising work-study, mentors, and special undergraduate program activities, develop and train student staff, annual update of general work-study job description and Assistant Student Manager job description. Approve/disapprove work-study time sheets. Assist Administrative Assistant in overall management of Rutgers Upward Bound office functions. Must be knowledgeable of Microsoft Office (Word, Excel, PowerPoint, Access, and Publisher). Must be a matriculating Rutgers University Graduate/Undergraduate student. Bilingual preferred.

Assistant Student Manager - Assistant Student Manager position would consist of: supervising the organization and maintenance of student files and office supplies, assists Director with organization/updating of forms and documents. Assists Program Coordinator, Developmental Specialist, Counselors, and Administrative Assistant with special tasks/assignments. Special tasks and Assignments assigned by Director. May be asked to attend Saturday sessions and special programs. Knowledge of Microsoft Office (Excel, Word, Powerpoint, Access, Publisher). Must be a matriculating Rutgers University Sophomore, Junior, or Senior.

FAMILY LIFE EDUCATION (8710)

Contact: Alex Medina at alexdm@rci.rutgers.edu or 732-445-7929 x235

Multimedia Assistant - Responsible for creating new content for the Sex, Etc. Web site including audio, video, online multimedia campaigns and various other site elements. The Multimedia Assistant will oversee all technical aspects of video, including directing, shooting, editing and compression for web use. The ideal candidate will have experience creating, editing and producing audio and video using Final Cut Pro. Eligibility for work study, experience working with teens and comfort with sexual health issues are strongly preferred.

For more information or for additional employment opportunities, please call 732-932-8817, or visit the SEO in Records Hall on the College Avenue Campus. SEO hours are Monday through Friday, from 8:30 a.m. to 5:00 p.m.