

## SPECIALTY JOB LISTS

### Computer/Information Technology Job List

#### 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 Computer/Information Technology Jobs

- Complete a FWSP online job application form.
- List the departments and position titles you are interested on the job application.
- Contact the department you are 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 name. You may email this information to Rachel Joseph at [rachel83@rci.rutgers.edu](mailto:rachel83@rci.rutgers.edu) or call 732-932-8817 x619.
- 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.**

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## BUSCH CAMPUS

### CAMPUS INFORMATION SYSTEMS – RU TV (8081)

#### Graphic Artist

**Contact:** Rashel Carnefix at [carnefix@rci.rutgers.edu](mailto:carnefix@rci.rutgers.edu) or 732-445-3710

We are seeking a graphic artist to provide assistance with various projects for the RU TV area of the department. Key duties include design and produce materials for use on websites, television, and other electronic media; design desktop publishing projects (e.g. brochures, flyers, promotional & marketing materials, etc.); assist with other projects in both print and electronic formats and support Campus Information Services projects, programs and initiatives. We are looking for someone with experience using design software such as Photoshop, Illustrator, Powerpoint, Pagemaker, Dreamweaver, etc. who is creative, dedicated, enthusiastic, willing to work in a friendly atmosphere, thrives in a fast-paced, independent environment, and enjoys working with an enthusiastic and creative team. Prior customer service experience helpful, but not required.

### UNIVERSITY RELATIONS – BUSINESS OFFICE (8104)

#### Website Technician

**Work Schedule:** Flexible

**Contact:** Eve Burris at [eburris@rci.rutgers.edu](mailto:eburris@rci.rutgers.edu) or 732-445-3710 x6215

Develop and maintain Rutgers top-level web pages, as well as provide web services to other units and the university's central administration. Experience with web site design. Requires HTML, DHTML, CSS, Javascript programming, experience with Photoshop, Flash and other related applications. Also requires knowledge of browser differences.

## **SCHOOL OF ENGINEERING – COMPUTING SERVICES (8132)**

### **Computer Lab Assistant**

#### **Work Schedule: Flexible**

Tasks include monitoring computer labs, providing support to students, restocking printers with paper and toner, clear jams and occasionally assist with hardware & software configurations. Requires knowledge of Microsoft Windows XP. Requires knowledge of Microsoft Windows XP.

## **MATH DEPARTMENT (8317)**

### **Computer Support Technician**

#### **Work Schedule: Monday – Friday from 9:00 a.m. to 5:00 p.m.**

**Contact: Risa Hynes at [risa@math.rutgers.edu](mailto:risa@math.rutgers.edu) or 732-445-5938**

In a mixed Linux, Unix, Windows, and Mac environment, provide assistance to IT staff in support of computer labs, computer hardware, troubleshooting, and deployments. Depending on projects and skill levels, can also assist with programming tasks, database or web development and/or maintenance.

## **SCHOOL OF PHARMACY – BUSINESS OFFICE (8383)**

### **Computer Support Technician**

#### **Work Schedule: Monday – Friday from 10:00 p.m. to 3:00 p.m.**

**Contact: Rosemary Hayes at [hayesr@rci.rutgers.edu](mailto:hayesr@rci.rutgers.edu) or 732-445-2675 x605**

Basic IT support to the faculty and staff of the Ernest Mario School of Pharmacy.

## **PHYSICS DEPARTMENT (8336)**

### **Computer Support Technician**

#### **Work Schedule: Monday – Friday from 9:00 a.m. to 5:00 p.m.**

**Contact: Lori Marx at [lmarx@rutgers.edu](mailto:lm Marx@rutgers.edu) or 732-445-4608**

Helping manage the Physics Computation Server. This includes hardware and software troubleshooting. Also, the employee will be required to have knowledge of website creation tools to keep the website up-to-date. Linux, Computer Hardware, Website Creation.

## **CHEMISTRY DEPARTMENT (8340)**

### **Computer Support Technician**

#### **Work Schedule: Monday – Friday from 9:00 a.m. to 5:00 p.m.**

**Contact: Pamela Grubel at [grubel@rutchem.rutgers.edu](mailto:grubel@rutchem.rutgers.edu) or 732-445-2604**

Provide computer support for Chemistry Department. Basic computer skills are required.

## **SCHOOL OF ENGINEERING – ELECTRICAL ENGINEERING (8343)**

### **Computer Lab Assistant**

#### **Work Schedule: Flexible**

**Contact: John Scafidi at [scafidi@ece.rutgers.edu](mailto:scafidi@ece.rutgers.edu) or 732-445-5260**

Assists network administrator in the department's computer labs, manage PCs, x-terminals, workstations, printers. Basic computer knowledge.

**Computer Lab Assistant****Work Schedule: Flexible**

Working in Applied Software Systems Lab in CAIP Center with Dr. Manish Parashar. Lab assistant will interface with lab staff and graduate assistants working on a wide variety of systems configuration and software projects. Computing and programming skills.

**INFORMATION TECHNOLOGY DEPARTMENT (8344)****Computer Support Technician****Work Schedule: Monday – Friday from 9:00 a.m. to 5:00 p.m.**

Computer incident first response for Information Protection and Security, Rutgers University Office of Information Technology. Training provided in Internet technologies. Duties: Review and analyze incoming computer abuse reports; Dispatch incidents to the appropriate staff for action; Follow up to ascertain that the incidents are resolved. Skills: Good communications skills; Accurate and timely data entry; Careful adherence to directions and procedures. Computer keyboarding, basic computer skills.

**Website Technician****Work Schedule: Monday – Friday from 9:00 a.m. to 5:00 p.m**

**Contact: Joe Lizzi at [jlizzi@rutgers.edu](mailto:jlizzi@rutgers.edu) or 732-445-6305**

Work on developing/updating web-based documents and tools. Will be involved with general programming and systems administration tasks within OIRT as well. Computer programming experience in HTML and PHP.

**Website Technician****Work Schedule: Monday – Friday from 9:00 a.m. to 5:00 p.m**

**Contact: Eric Marshall at [eric.marshall@rutgers.edu](mailto:eric.marshall@rutgers.edu) or 732-445-2262**

We are seeking a curious and smart person to work on various web and programming tasks here at the Office of Instructional and Research Technology. You will work with the members of research side of the shop, assisting with web pages, databases and the like. Projects will be tailored to match your skill set, however we are looking for people with programming experience. Knowledge of and skill with computer programming like perl, java, php, etc. Knowledge of and skill with web page creation using html, css, etc.

**GEOLOGICAL SCIENCES DEPARTMENT (8349)****Computer Support Technician****Work Schedule: Monday – Friday from 9:00 a.m. to 5:00 p.m.**

**Contact: Jovani Reeves at [joreaves@rci.rutgers.edu](mailto:joreaves@rci.rutgers.edu) or 732-445-2044**

Troubleshoots hardware and software problems. Assist with installations, configurations and networking. Maintain documentation and inventory information. Update department's web pages. Add new pages and links. Appropriate computer experience working with Macs and PCs required. Familiarity with hardware, software and peripherals. Good interpersonal skills.

**RUTCOR – OPERATIONS RESEARCH CENTER (8390)****Computer Support Technician****Work Schedule: Monday – Friday from 10:00 a.m. to 6:00 p.m.**

Prepares Excel spreadsheets, itemizing expenses re: vendors, maintenance calls, Xerox accounts, and computer addresses. Creates Excel graphs depicting data distribution. Installs computational software, virus shield and SPAM protection. Researches cost of computers, and peripheral devices, considering budget limits, technical specifications and user abilities. RUTCOR is a research center, blending mathematics, statistics, computer science and economics.

## **SCHOOL OF ENGINEERING – CHEMICAL & BIOCHEM ENGINEERING (8419)**

### **Computer Support Technician**

**Work Schedule: Monday – Friday from 9:00 a.m. to 5:00 p.m.**

**Contact: Kirk Tarabokia at [ktarabok@rci.rutgers.edu](mailto:ktarabok@rci.rutgers.edu) or 732-445-6104**

Assist the Departmental Systems Administrator in trouble-shooting and resolving computer problems, and other computing related tasks. Basic familiarity with computer hardware, peripherals, basic knowledge, of UNIX, Windows, and MAC operating systems. Also, familiar with networking infrastructures. Need to be able to upgrade and/or patch windows systems. Webmaster skills is a plus.

## **PAUL ROBESON CULTURAL CENTER (8446)**

### **Computer Lab Assistant**

**Work Schedule: Flexible**

**Contact: Prosper Godonoo at [godonoo@rci.rutgers.edu](mailto:godonoo@rci.rutgers.edu) or 732-445-3545**

Under the direction of senior technician, provide routine technical support for lab users at the Center. Responsibilities include: general computer support; installation of software and hardware routine preventive maintenance and trouble shooting; enforcement of lab policies; website maintenance and related activities. Must have working and technical knowledge of following software packages: Windows 95/98; Microsoft office suite (word, excel, access, power point); familiaritu with Nescape, LAN-based mail package (cc: mail, MS Mail, etc); or other web browser. Must possess strong interpersonal and communication skills, organizational skills, as well as knowledge of data base management and trouble shooting.

## **COMPUTER SCIENCE DEPARTMENT (8512)**

### **Computer Support Technician**

**Work Schedule: Monday – Friday from 9:00 a.m. to 6:00 p.m.**

Working with technical staff keeping equipment inventory and sign out procedures. May set up equipment as needed. Computer skills.

### **Website Technician**

**Work Schedule: Flexible**

Computer Web Development is divided amongst applications and user support. Application support relates to working on computer applications such as on-line web design, clean-up and documentation. User support consists primarily of responding to help email and answering calls from users. Training will be provided. Basic HTML knowledge needed.

## **COLLEGE AVENUE CAMPUS**

## **INSTITUTE FOR HEALTH, HEALTH CARE POLICY AND AGING (8046)**

### **Computer Support Technician**

**Work Schedule: Monday – Friday from 8:30 a.m. to 4:30 p.m.**

Phone support person needed to work in the Office of Computing for the Institute for Health. Will work under the supervision of the Computing Office Staff to handle user related needs. Looking for an individual who is self-motivated and can gain new skills easily. Experience with Microsoft Windows XP and Office XP preferred. Organizational skills are a must. Experience working in customer service position is a plus. Microsoft Windows XP and Office XP.

## **SAS DEAN'S OFFICE (8090)**

### **Computer Support Technician**

**Work Schedule: Monday – Friday from 8:30 a.m. to 5:00 p.m.**

**Contact: Stacey Messing at [smessing@sas.rutgers.edu](mailto:smessing@sas.rutgers.edu) or 732-932-2164**

Respond to a wide variety of requests by academic departments for computer help. Maintain existing computers and troubleshoot software and hardware problems. Assist with hardware and software installations, upgrades, system configuration, and network connectivity. Must have thorough knowledge of computer hardware troubleshooting, repair and maintenance techniques. Requires proficiency in Windows 2000/XP, Microsoft Office, and Internet applications. Experience with Mac OS X and Corel WordPerfect a plus.

## **LINGUISTICS (8117)**

### **Website Technician**

**Work Schedule: Flexible**

Maintain and update the departmental website. Will assist the department on issues related to the design and development of the website.

## **INTERNATIONAL PROGRAMS (8163)**

### **Website Technician**

**Work Schedule: Flexible**

**Contact: Maryella Hannum at [mhannum@rci.rutgers.edu](mailto:mhannum@rci.rutgers.edu) or 732-932-6519**

Website support and updating of website content and information in the Content Management System for 2 websites. Calendar and event updates daily or weekly updates. Joomla content management. Website Design and Content Management System knowledge. Joomla.

## **RECREATION SERVICES (8302)**

### **Computer Support Technician**

**Work Schedule: Monday – Friday from 10:00 a.m. to 6:30 p.m.**

**Contact: Jason Sherrad at [sherrad@rci.rutgers.edu](mailto:sherrad@rci.rutgers.edu) or 732-932-8204**

The Computer Assistant is responsible for creating databases and spreadsheets, generate reports, trouble shoot, assist with selection of software and hardware, maintain computers and provide training for staff members. Knowledge and skill with PC/MAC computers and Windows XP, MS Word, MS Excel, MS Access.

### **Computer Support Technician**

**Work Schedule: Monday – Friday from 10:00 a.m. to 6:30 p.m.**

**Contact: Carmen Valverde at [valverde@rci.rutgers.edu](mailto:valverde@rci.rutgers.edu) or 732-932-8204**

Assist the Instructional Program Coordinator with all aspects of producing the Non-Credit Recreational Class Program. Projects would include marketing, evaluation survey, daily operations, customer service, registration, telephone work, managing records of revenue and expenses, troubleshooting computer problems, etc. Undergraduate business majors or students with an interest in accounting, finance, or marketing; or computer science majors. Solid skills with Excel, MS Word, PowerPoint and ability to troubleshoot PC computer challenges.

## **CENTER FOR LATINO ARTS AND CULTURE (8328)**

### **Computer Support Technician**

**Work Schedule:** Monday – Friday from 8:30 a.m. to 5:00 p.m.

**Contact:** Carlos Fernandez at [cafernan@rci.rutgers.edu](mailto:cafernan@rci.rutgers.edu) or 732-932-1263

Work with staff to develop and maintain IT systems, including a database of Latino artists and organizations, e-mail distribution lists and mailing lists, and a website and online calendar of events. Computer science major, knowledge of MS Access, HTML; some data entry.

## **ART HISTORY DEPARTMENT (8333)**

### **Website Technician**

**Work Schedule:** Monday – Friday from 9:00 a.m. to 5:00 p.m.

Create and update Art History course pages; retrieve metadata from image databases; enter into web database; run images through batch processor to create web images; edit digital images using Photoshop; assist in quality control of images; assist in supervision of student scanning and editing; convert PowerPoint presentations and document files into course pages; work closely with department faculty on content of course pages; update production log; upload to server. Knowledge of art history; knowledge of Windows operating environment including office tools: Word, Excel and Access; html helpful but not required.

## **SCHOOL OF ARTS AND SCIENCES - DEAN'S OFFICE (8342)**

### **Computer Support Technician**

**Work Schedule:** Monday – Friday from 8:30 a.m. to 5:00 p.m.

**Contact:** Stacey Messing at [smessing@sas.rutgers.edu](mailto:smessing@sas.rutgers.edu) or 732-932-2164

Assist various academic departments with their computer needs. Maintain existing computers and troubleshoot software conflicts due to improper software configurations. Assist with installations, configuration, network connectivity and upgrade projects. Must have thorough knowledge of computer hardware troubleshooting, repair and maintenance. Requires proficiency in Windows 2000/XP, Microsoft Office, and Internet applications. Proficiency with Mac OS X and Corel WordPerfect a plus.

## **CAREER SERVICES – 56 COLLEGE AVE (8420)**

### **Website Technician**

**Work Schedule:** Monday – Friday from 9:00 a.m. to 4:00 p.m.

**Contact:** B. Melamed at [bmelamed@echo.rutgers.edu](mailto:bmelamed@echo.rutgers.edu) or 732-932-7285

Assist with website projects. HTML codes in Dreamweaver experience required.

## **STUDENT EMPLOYMENT OFFICE (8444)**

### **Website Technician**

**Work Schedule:** Monday – Friday from 8:30 a.m. to 5:00 p.m.

**Contact:** Julie Mollica at [jmollica@rci.rutgers.edu](mailto:jmollica@rci.rutgers.edu) or 732-932-8817 x650

The Web Assistant will help develop and maintain the Student Employment Office's web site. Student may assist with various administrative tasks. Must be familiar with HTML, have experience with graphics, understand web PDFs, and be well rounded in knowledge about web development tools. Experience with Microsoft Front Page and Publisher is helpful.

## **CASE – CITIZENSHIP AND SERVICE EDUCATION (8703)**

### **Website Technician**

**Work Schedule: Monday – Friday from 8:30 a.m. to 5:00 p.m.**

**Contact: Amy Michael at [amymic@rci.rutgers.edu](mailto:amymic@rci.rutgers.edu) or 732-932-8660**

Under the supervision of the Senior Program Administrator, the Technical Web Designer is responsible for enhancing and maintaining other sites hosted by the Office of the Assoc. Vice President for Academic and Public Programs, and General Office Duties. Advanced Knowledge of Active Server Pages (ASP, VB, VB script, Java, Java Script); Knowledge of multiple Server Maintenance and management; Basic-Advanced knowledge of Microsoft SQL server; Advanced Internet use, Internet Search, and Microsoft Office Skills; Code Notation, and debugging skills; Knowledge of dynamic web site creation. Knowledge of the following a plus (Flash, html, PHP, unix skills, .NET, SQL stored procedures, e-commerce, SSL, CGI etc).

## **CENTER FOR LATINO ARTS & CULTURE (CLAC) (8328)**

### **Website Technician**

**Contact: Carlos Fernandez at 732-932-1263 or [cafernan@rci.rutgers.edu](mailto:cafernan@rci.rutgers.edu)**

Work with staff to develop and maintain CLAC web-based resources, including websites, online calendars and e-mail lists serves.

## **COOK/DOUGLASS CAMPUS**

## **OFFICE OF THE VICE PRESIDENT FOR RESEARCH (8101)**

### **Computer Support Technician**

**Work Schedule: Flexible**

**Contact: Faizen Ahmed at [faizan@rutgers.edu](mailto:faizan@rutgers.edu) or 732-932-0160 x3027**

Title: Computer Software Engineer. Under the direction of Assistant Director of Information Technology the software engineer will be functioning in a team that is responsible for the design, development and enhancements of web applications for the Office of VP for Research and Graduate and Professional Education and areas reporting to VP's office. If you like to challenge yourself, like to work with exciting new technologies and want to build your career in IT, and then this is a great opportunity for you. Required Skills: Good understanding of Object Oriented Design, Knowledge of one of the following: Java, ASP.Net, PHP, HTML, CSS, Working knowledge of SQL. Optional: Photoshop This is an excellent opportunity to learn the process of enterprise development.

### **Computer Support Technician**

**Work Schedule: Flexible**

**Contact: Faizen Ahmed at [faizan@rutgers.edu](mailto:faizan@rutgers.edu) or 732-932-0160 x3027**

The position will involve assisting users in resolving problems related to hardware, software, and networking components. We are seeking someone who has a keen interest and background in technology, but also someone who has good communication skills and can follow directions carefully. A special emphasis on customer service is required, as this position will interact directly with customers of our organization.

## **SCHOOL OF ARTS AND SCIENCES - DEAN'S OFFICE (8342)**

### **Computer Support Technician**

**Work Schedule: Flexible**

**Contact: Eddie Konczal at [konczal@rutgers.edu](mailto:konczal@rutgers.edu) or 732-932-2124**

Respond to a wide variety of requests by academic departments for computer help. Maintain existing computers and troubleshoot software and hardware problems. Assist with hardware and software installations, upgrades, system configuration, and network connectivity. Must have thorough knowledge of computer hardware troubleshooting, repair and maintenance techniques. Requires proficiency in Windows 2000/XP, Microsoft Office, and Internet applications. Experience with Mac OS X and Corel WordPerfect a plus.

## **INTERNAL AUDIT (8380)**

### **Computer Support Technician**

**Work Schedule: Flexible**

Duties include helping to enhance Access databases, hardware/software troubleshooting, enhancing and updating our department's website, and patching desktop workstations. Experience with creating and updating websites, patching software, and troubleshooting computer problems is necessary. Experience with developing Access databases is highly desirable.

## **LIVINGSTON CAMPUS**

## **STUDENT SUPPORT SERVICES (8118)**

### **Computer Lab Assistant**

**Work Schedule: Flexible**

**Contact: Moses Kim at [jeongbae@rci.rutgers.edu](mailto:jeongbae@rci.rutgers.edu) at 732-445-4001 x173**

The Trio-SSS computer lab monitor is responsible for monitoring and supervising the computer lab during evening hours. Tasks may include; monitoring usage stats, basic software and hardware troubleshooting, assisting students with computer science homework and questions, supply management, daily maintenance of equipment, directing visitors to the lab and TRIO floor, and keeping accurate communication logs. A computer science major/minor preferred, or successful completion of any RU intro computer classes or some programming experience (HTML, JAVA, BASIC). Strong knowledge of MS Office. Familiarity with networking and Windows 2003 server. Willing to work with a diverse population, excellent written and verbal communication skills.

## **INTERCOLLEGIATE ATHLETICS (8310)**

### **Computer Support Technician**

**Work Schedule: Monday – Friday from 9:00 a.m. to 5:00 p.m.**

**Contact: Steven Comeau at [scomeau@scarletknights.com](mailto:scomeau@scarletknights.com) or 732-445-7802**

General PC help, inventory, repair, replacement, setup, organize areas, able to lift and transport up to 40 lbs. Flexible hours. Well organized, willing to work, willing to learn, PC familiarity. Experienced with cell phones/Blackberrys helpful but not necessary.

## **WIRELESS INFORMATION NETWORK LABORATORY (8315)**

### **Computer Lab Assistant**

**Work Schedule: Flexible**

**Contact: Ivan Seskar at [seskar@winlab.rutgers.edu](mailto:seskar@winlab.rutgers.edu) or 732 932-6857 x640**

Basic computer lab maintenance including weekly computer equipment performance monitoring; printer maintenance and monitor printer supplies; maintain manufacture documentation files; software CD/DVE inventory maintenance. WEB server maintenance including weekly WEB server performance monitoring. Spot check of critical WEB server functionality including access to sponsor pages, archived talks, technical reports; WEB page content maintenance. Computer and basic programming knowledge required.

## **PSYCHOLOGY DEPARTMENT (8330)**

### **Computer Support Technician**

**Work Schedule: Monday – Friday from 9:00 a.m. to 5:00 p.m.**

**Contact: Carolyn Dixon at [carol@rci.rutgers.edu](mailto:carol@rci.rutgers.edu) or 732-445-2553**

Program computer models of research subjects' responses. Computer skills, typing helpful, but not required, willingness to learn.

## **RUTGERS BUSINESS SCHOOL COMPUTER SERVICES (8433)**

### **Computer Lab Assistant**

**Work Schedule: Monday – Friday from 10:00 a.m. to 9:00 p.m.**

Knowledge of basic computer repair and software installation preferred. Light typing and assisting the computer staff. Basic computer skills required, but will train.

## **ASIAN AMERICAN CULTURAL CENTER (8452)**

### **Computer Support Technician**

**Work Schedule: Monday – Friday from 9:00 a.m. to 4:30 p.m.**

**Contact: Linda Fu at [lindafu@rci.rutgers.edu](mailto:lindafu@rci.rutgers.edu) or 732-445-8043**

Installs, maintains, troubleshoots and upgrades computer hardware, software, networks, and other computers. Ensure the efficient operation of computer network; makes recommendations regarding hardware and software acquisitions; provides assistance to department staff and students on computer-related issues; and performs other related work and department requests as required. Knowledge of: Computer hardware, software and peripherals such as central processing units, servers, monitors, cables, network systems, printers, plotters and modems; Procedures for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals; Techniques for explaining technical concepts and procedures to non-technical users; HTML is a plus.

### **Graphic Artist**

**Work Schedule: Monday – Friday from 9:00 a.m. to 4:30 p.m.**

**Contact: Linda Fu at [lindafu@rci.rutgers.edu](mailto:lindafu@rci.rutgers.edu) or 732-445-8043**

Designs, creates, and produces graphic art using computer graphics software packages or other mediums for various departmental publicity materials such as flyers, posters, brochures, advertisements, and program booklets. Proficient in Adobe Photoshop, Acrobat, Office Publisher, and other graphic design software.

### **Website Technician**

**Work Schedule: Monday – Friday from 9:00 a.m. to 4:30 p.m.**

**Contact: Linda Fu at [lindafu@rci.rutgers.edu](mailto:lindafu@rci.rutgers.edu) or 732-445-8043**

Under the supervision of the Asian American Cultural Center staff, the Website Coordinator will manage and maintain the Center's website, updating all pertinent information on a regular and timely basis. The Webmaster will also incorporate graphic design and flash media into the website. Ability to write clearly and effectively; HTML Knowledge & Experience; Must check e-mail on a daily basis and communicate closely with the AACC staff; Experience working with Front Page, DreamWeaver, Adobe Creative Suite or other web design programs; Experience working with volunteers a plus.

## **DOWNTOWN NEW BRUNSWICK**

### **CENTER FOR URBAN POLICY AND RESEARCH (8536)**

#### **Website Technician**

**Work Schedule: Monday – Friday from 9:00 a.m. to 5:00 p.m.**

**Contact: Dahk Muhammad at [muhmmad@rci.rutgers.edu](mailto:muhmmad@rci.rutgers.edu) or 732-932-3133**

The Web Assistant will help develop and maintain CUPR's web site. Must be familiar with HTML, have experience with graphics, understand web PDFs, and be well rounded in knowledge about web development tools. PHP experience a plus. Photoshop, DreamWeaver, and Flash a must. Computer background a must; Statistical packages (SAS, SPSS) or GIS or Visual Basic a plus.

#### **Computer Support Technician**

**Work Schedule: Monday – Friday from 9:00 a.m. to 5:00 p.m.**

**Contact: Dahk Muhammad at [muhmmad@rci.rutgers.edu](mailto:muhmmad@rci.rutgers.edu) or 732-932-3133**

The computer technician will assist CUPR's computer specialist with duties from hardware set up, software installation, inventory, and user technical support to troubleshooting for hardware/software problems on both Macs and PCs.

### **MASON GROSS SCHOOL OF THE ARTS – MUSIC (8121)**

#### **Computer Lab Assistant**

**Work Schedule: Flexible**

Responsible students needed to open and close Music Department Computer Lab at their scheduled times, assist students with computer-related equipment issues and enforce lab rules.

### **MASON GROSS SCHOOL OF THE ARTS – VISUAL ARTS (8147)**

#### **Computer Lab Assistant**

**Work Schedule: Flexible**

Assist the Computer Specialist, updating & researching computer software, possible computer & printer problems, supervising 4-5 Visual Arts Practice students (VAPs), setting up work schedules and oversee that policies of the computer lab are followed by VAPs and other students using the lab. Visual arts major/knowledge of computer.