

SPECIALTY JOB LISTS

OFF-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 performing 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 Off-Campus Community Service Jobs

- Complete a FWSP online job application form.
- Contact the agency you are interested in to schedule a job interview.
- Accept a job offer, and establish a work schedule and start date with that agency.
- Contact the Student Employment Office (SEO) and provide the name of the interviewer and the agency name. You may email this information to Joyce Madee at madee@rci.rutgers.edu, or call 732-932-8817 x652.
- 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.**

OFF-CAMPUS PAID COMMUNITY SERVICE JOBS LIST

Civic League of Greater New Brunswick, New Brunswick

Community Agencies Corp. of NJ, Newark

Ebenezer Community Economic Development Corp., New Brunswick

Elijah's Promise, New Brunswick

Elizabeth Coalition to House the Homeless, Elizabeth

Embrace Kids Foundation, New Brunswick

Greater Brunswick Charter School, New Brunswick

Jersey Cares, Newark

Multicultural Community Services, Edison

New Brunswick Youth Services System, New Brunswick

New Jersey After 3, New Brunswick

NJ Higher Education Assistance Authority, Hamilton

Project Grad Newark, Newark

UMDNJ – Addiction Psychiatry, New Brunswick

UMDNJ - Eric B. Chandler Health Center, New Brunswick

UMDNJ - Women's Health Institute, Obstetrics/Gynecology, Piscataway

Voices of September 11th, New Brunswick

COMMUNITY SERVICE JOB DESCRIPTIONS

CIVIC LEAGUE OF GREATER NEW BRUNSWICK (8841)

New Brunswick, NJ

Contact - C. Roy Epps at 732-247-9066 x12

Student Intern/Program Assistant - This position will assist in planning and implementation of enrichment related activities for students participating in the Middle School Extended Day Program. This position will also assist by providing tutoring, supervising sports activities, providing classroom assistance, escorting student groups, chaperoning trips and creating bulletin boards that display program activities and information.

COMMUNITY AGENCIES CORPORATION OF NJ (8880)

Newark, NJ

Contact - William Chip Madsen at 973-621-2273 or cmadsen@cacofnj.org

Youth Counselor - This position requires a creative, self-motivating person who is willing to work and mentor young people. Responsibilities include leading and organizing recreational and educational group activities, preparing and handing out snacks and meals, maintaining discipline during programs and field trips and keeping daily attendance records and progress reports on all children.

Clerical Assistant - Responsibilities include word processing, creating and copying files, letters and labels, maintaining filing system, answering phones in a timely manner while being friendly and courteous and completing other related duties.

EBENEZER COMMUNITY ECONOMIC DEVELOPMENT CORP.

New Brunswick, NJ

Contact – Reverend Lauren Carrington at 732-448-1159

Teacher Assistant - Teach lessons, crafts, etc. as assigned by teacher; supervise children closely for health and safety; prepare instructional materials for lessons and crafts; escort children to the bathroom; assist with upkeep of assigned classroom; prepare and serve breakfast and morning and afternoon snacks daily; set-up and break down cots before/after nap and follow school rules on discipline. Assist Executive Director with office duties as assigned.

ELIJAH'S PROMISE (8838)

New Brunswick, NJ

Contact – Yvette Molina at 732-545-9002 x115

Volunteer Assistant - Conduct training/orientation for CESEP and Intro to Social Work students from Rutgers University. Provide ongoing supervision to CESEP and Intro to Social Work volunteers on site. Serve as liaison with other CESEP staff and Intro to Social Work professor; conduct recruitment, scheduling and orientation of volunteer groups and individuals; supervise volunteer groups on site as needed; manage the Volunteer HUB website, including posting all volunteer opportunities; Make presentations to community groups on an as needed basis and produce monthly volunteer schedules. Requires a High School diploma or equivalent. Must have strong communication skills, organization and computer skills inc. MS Word, MS Access, MS Excel; the ability to work with a wide variety of people; ability to work well independently, strong leadership skills and ability to supervise others.

ELIZABETH COALITION TO HOUSE THE HOMELESS (8816)

Elizabeth, NJ

Contact - Linda Florez-Tober at 908-355-2060

Homeless Children's Program Aide - Assist with the day-to-day operation of the Homeless Children's Program. Applicant will also assist with the tutoring program and the recreational activities.

Assistant Case Manager - Applicant will welcome and assist walk-in clients, complete and file intake forms, make phone calls to necessary agencies and perform other duties as assigned.

EMBRACE KIDS FOUNDATION (8819)

New Brunswick, NJ

Contact – Cynthia Isaac at 732-247-5300 x10

Computer Support Technician/Office Assistant - Set up a database in order to track the services provided to patients, generate statistical reports, measure outcomes and to better assess the programs. Assist with financial and administrative projects such as making deposits and entering them into Quickbooks, data entry, etc.

GREATER BRUNSWICK CHARTER SCHOOL (8867)

New Brunswick, NJ

Contact – Michael DeBlasio at 732-448-1052 x106

After School Assistant Teacher - Responsible for the supervising, facilitating, and teaching of students in grades K-8 doing homework, gross-motor play, arts and crafts, talent shows, and other activities. Must have good communication skills, be team oriented, reliable and responsible, energetic, creative, enthusiastic, and patient with children. An education and/or art major and/or experience working with children grades K-8 is preferred but not required. Must also be willing to obtain a criminal history background check and current TB test.

JERSEY CARES (8876)

Newark, NJ

Contact – Ijeona Obilo

Volunteer Programs Assistant - With on-going training and guidance the Volunteer Programs Assistant will assist with recruiting our project leaders and volunteers, assist with maintaining our base of project leaders, and assist with other ad hoc administrative duties around the office. In addition, they will assist with researching new agency partners to develop new relationships in the community. Applicants must have reliable transportation, a strong commitment to community service and volunteerism, excellent written and oral communication skills, outstanding organizational skills, and be computer literate. The successful candidate will have the ability to think creatively, get along well with others and handle multiple tasks at the same time.

Corporate & Annual Events Assistant - With on-going training and guidance the Corporate and Annual Events Assistant will assist to plan and execute projects that meet the specific needs of corporate partners and the community, assist with maintaining our inventory of supplies and assist with other ad hoc administrative duties around the office. In addition, they will assist with researching new agency partners to develop new relationships in the community. Applicants must have reliable transportation, a strong commitment to community service and volunteerism, excellent written and oral communication skills, outstanding organizational skills, and be computer literate. The successful candidate will have the ability to think creatively, get along well with others and handle multiple tasks at the same time.

MULTICULTURAL COMMUNITY SERVICES, INC. (8593)

Edison, NJ

Contact – Allison Shorey at 732-650-0330

Graduate Assistant – Graduate Assistant in Social Work will assist high risk aging-out foster care youth to integrate into the community. Must provide comprehensive needs assessment, and formulate treatment/service plans, must provide or obtain mental health case management, educational management, community integration, life skills, career planning, employment vocational training, and maintain liaison with DYFS. Graduate Assistant will be supervised by an LCSW.

NEW BRUNSWICK YOUTH SERVICES SYSTEM (8805)

New Brunswick, NJ

Contact - Dave Blevins at 732-745-5300 x5488

Social Work Intern – This person will work with children in the Youth Services System after school program. He/She will conduct activities to assist the normal social development of the children and to help children to learn social decision making and problem solving skills. Activities will include counseling sessions with selected children, interviews with parents, and collaboration with our school and social services personnel. This intern will conduct group activities with children of varying age groups. He/She will be responsible for developing a relationship with a child and groups of children to assist them in their development. Bilingual in Spanish is desirable, but not required. Good skills in English, grammar and writing. Course work in social work, psychology and human development preferred.

Youth Activity Specialist – This person will organize and conduct activities and programs for children in the after school program. The activities may range from homework assistance, arts & crafts, sports, dance, music, games, clubs, interest groups, mentoring, Girl Scouts, reading assistance and other programs. The person is supervised by the Site Facilitator at the location and assignments are given by this person. Must like to work with children; articulate; willing to work at various tasks; must be available 3-6 pm. Spanish language skills are especially valuable.

Recreation Assistant – This person will conduct a variety of recreational activities with children and youth in the after school program. These activities can range from organized sports to informal games, especially those which teach cooperation and teamwork. This person is supervised by the Site Facilitator at the location. Bilingual in Spanish is desirable, but not required.

Reading Specialist – This person will be responsible for coordinating a reading program for children ages 6-12 in the after school program (or summer program). Student will conduct reading clinics, reading sessions, storytelling, and teaching specialized reading techniques. Specific tasks include: organize a reading list; schedule reading activities; teach children necessary information for successful reading (alphabet, words, word groups, etc.); use phonics to teach reading; use newspapers to teach reading (Newspapers in Education); evaluate effectiveness of reading assistance. Bilingual in Spanish desirable, but not required. Good skills in English, grammar and writing.

Reading Assistant - This person will be responsible for coordinating a reading program for children ages 6-12 in the after school program (or summer program). Student will conduct reading clinics, reading sessions, storytelling, and teaching specialized reading techniques. Specific tasks include: schedule reading activities; teach children necessary information for successful reading (alphabet, words, word groups, etc.); use phonics to teach reading; use newspapers to teach reading (Newspapers in Education); evaluate effectiveness of reading assistance. Bilingual in Spanish desirable, but not required. Good skills in English, grammar and writing.

NEW JERSEY AFTER 3 (8839)

New Brunswick, NJ

Contact – Faria Chaudhry at 732-246-7902 or fchaudhry@njafter3.org

Junior Accountant Assistant – Responsibilities include accounting maintenance of non-profit agencies' spending variances; tracking New Jersey After 3 payments to partner non-profits' on their awarded contracts, and compiling spending variance reports for those non-profits' contract expenditures and reconciling and preparing non-profit agencies' contract close-out financials. Special qualifications include strong organizational skills and attention to detail; ability to work as a team as well as independently; knowledge of MS Word, Excel, PowerPoint, Publisher and internet are required and knowledge of ACCESS and HTML preferred but NOT required. Accounting majors only.

NJ HIGHER EDUCATION ASSISTANCE AUTHORITY (8861)

Hamilton, NJ

Contact - Pat Maske at 609-588-3669 or pmaske@hesaa.org

Undergraduate Research Assistant - Collect and analyze data for state and federal student financial aid programs. Maintain, modify, and conduct research with a research database system, perform computer based analyses of data, perform statistical reports and graphs, simulation, and projection. Experience in research design and implementation, policy analysis, quantitative methods and the use of statistical and research modeling. Experience with Statistical Analysis Software SAS, mainframe and PC.

Proof-Reader Editor - Plan, write, edit and proofread technical documentation including procedures and process flowcharts. Review technical documentation to ensure clarity, readability, and adherence to established style standards. Work with subject matter experts to understand and validate documented procedures. Communicate effectively with and interview end users and technical staff. Assist in preparation of business continuity testing and training materials. Thorough knowledge of American English grammar, spelling and punctuation rules. Ability to communicate technical details in a concise and easy to understand format. Excellent attention to detail with a strong focus on quality. Solid keyboarding and MS Office skills, including Visio.

Website Technician - Participate in projects to design, develop and/or maintain computer applications for HESAA's website, B2B functionality, and internal systems processing. Web-based application will be built for Windows platforms and will include DB2 database access. Windows NT/2000/2003. Training and experience coding Java or C++ and working knowledge of HTML, XML and relational databases desired. Cold Fusion knowledge helpful.

Graduate Research Assistant - Collect and analyze data for state and federal student financial aid programs. Maintain, modify and conduct research with a research database system, perform computer based analysis of data, prepare statistical reports and graphs. Consult and interpret research and statistical analysis so data can be utilized to establish priorities or present and future programs as well as interpretation of existing programs. Bachelor's degree in political science, statistics, research design or other related discipline. Experience in research design and implementation, policy analysis, quantitative methods and the use of statistical and research modeling. Experience with Statistical Analysis Software (SAS), mainframe and PC as well as statistical and data management procedures.

PROJECT GRAD NEWARK (8950)

Newark, NJ

Contact – Mary Bennett at 973-645-5414

Reading/Literacy Tutor – Tutors for reading and literacy will work in classes with student in kindergarten through fifth grade. The tutors will be trained to work with the students one-to-one and in small groups of three to five students. All tutoring will take place at the school location and under the supervision of the classroom teacher or another staff member assigned to promote literacy (reading, writing, speaking, listening and viewing) development.

Math Tutor – Tutors will be trained to work with students one-to-one or one-to-three providing practice and reinforcement of mathematics skills and concepts for students in grades 2 through 5 studying the Everyday Math program and grades 6 through 8 studying the Connected Math program. All tutoring sessions will be conducted at the school locations.

UMDNJ –ADDICTION PSYCHIATRY (8804)

New Brunswick, NJ

Contact – Joyce Madee at 732-932-8817, x 652 or madee@rci.rutgers.edu

Research Data Entry Clerk - Keeps track of received data and source documents. Prepares and sorts source documents, and identifies and interprets data to be entered. Contacts preparers of source documents to resolve questions, inconsistencies, or missing data. Enters alphabetic, numeric, or symbolic data from source documents into computer following format displayed on screen, and enters necessary codes. Compares data entered with source documents, or reenters data in verification format on screen to detect errors. Makes necessary corrections to information entered. Compiles, sorts, and verifies accuracy of data to be entered. Keeps record of work completed. Reviews error reports and enters corrections into computer. Transmits entered information into database. Files or routes source documents after entry. Responds to inquiries regarding entered data. Must have experience and knowledge with database programs including MS Excel and Access. Experience and knowledge with statistical software (SPSS) desirable, although not required.

UMDNJ - ERIC B. CHANDLER HEALTH CENTER (8821)

New Brunswick, NJ

Contact – Hank Dallman at 732-235-9535 or h.dallman@umdnj.edu

Medical Interpreter - Interprets medical encounters between healthcare providers and Spanish-speaking patients or Hispanics with limited English proficiency. Interprets medical encounters from Spanish to English and English to Spanish between healthcare providers and patients in a variety of clinical settings, Prepares accurate translations of basic information into Spanish or English. Assists healthcare providers in making telephone calls to Spanish-speaking patients as needed. Performs other related duties as assigned. Junior and Senior college students with advanced proficiency in Spanish as determined by NBCIP language assessment and a four hour training session on the theory and practice of medical interpreting. Ability to communicate effectively in person and on the telephone. Working knowledge of personal computer. Ability to speak and hear effectively. Ability to stand for up to 4 hours at a time. Manual dexterity and ability to use a computer keyboard to enter and retrieve data. Reports to Supervisor of New Brunswick Community Interpreter Project (NBCIP). Must speak Spanish and pass screening test. Ability to read and write effectively in Spanish and English. Ability to convey information orally in an accurate and effectively manner in both English and Spanish. Ability to remain calm and effective during medical procedures that may be uncomfortable to witness. Ability to respect doctor-patient confidentiality and patient autonomy. Ability to remain calm and effective in a very busy work environment.

UMDNJ – WOMEN’S HEALTH INSTITUTE, OBSTETRICS /GYNECOLOGY (8800)

Piscataway, NJ

Contact – Joyce Madee at 732-932-8817, x652 or madee@rci.rutgesr.edu

Science Lab Research Assistant - Maintain laboratory purchasing records, make laboratory buffers, stock solutions, generate competent bacterial cells; maintain cell lines and perform molecular biology experiments in a stem cell research laboratory. Biology major with laboratory experience required.

VOICES OF SEPTEMBER 11TH

New Brunswick, NJ

Contact – Gina Reilly at 732-543-2300

Library and Information Science Student Assistant– Student Assistant will work closely with our full time Digital Archivist supporting the development of our 9/11 Living Memorial digital archive in areas such as database development, including information gathering, development of outreach services, archiving, metadata tagging, knowledge management and information retrieval. Students will assist with assimilating the digital content from VOICES 9/11 Living Memorial workshop appointments with 9/11 family members and properly organizing, cataloging and uploading materials to the database and website. The outcome of this work will be part of the permanent memorial and museum which will be built at the former World Trade Center site in New York City.

Journalism and Media Studies Student Assistant - Student Assistant will support a variety of communications activities. These include writing stories for our weekly e-newsletter, periodic hardcopy newsletter, annual report and creating press releases and targeted outreach to media pertaining to specific VOICES activities or events. In addition these interns will help develop regular fresh web content for our loyal followers. Finally, the Student Assistant will help with research concerning a range of subjects that define the myriad responses to 9/11 for inclusion in our 9/11 Living Memorial digital archive.

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.

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