

SPECIALTY JOB LISTS INFORMATION FOR GRADUATE STUDENT JOBS

FEDERAL WORK STUDY PROGRAM INFORMATION FOR GRADUATE STUDENTS

Below are jobs for graduate students who are eligible for 2010-2011 Federal Work Study Program (FWSP) funds. Job titles, brief job descriptions and contact information for key departmental representatives are also listed. Please note that students are only permitted to hold one FWSP job at a time.

APPLYING FOR A FEDERAL WORK STUDY PROGRAM JOB

- Review the Graduate Student Jobs List, with job descriptions, below to determine positions you are interested in applying for.
- Use the contact information listed on the Graduate Student Jobs List below to schedule an in-person or telephone job interview for positions you are interested in applying for.

ACCEPTING A FEDERAL WORK STUDY PROGRAM JOB

- If you have been offered a position from the Graduate Student Jobs List below, be sure to inform the department or agency you are accepting their job offer.
- Contact your new employer to establish a start date and work schedule.
- In order to finalize your job assignment, email Cynthia Meekins in the Student Employment Office (SEO) at cmeekins@rci.rutgers.edu and provide the department information and interviewer name for your Employment Authorization Form (EAF). **Please note that you are not eligible to begin working your FWSP job until you have received your completed EAF from the SEO.**

GRADUATE STUDENT JOBS LIST

BUSCH CAMPUS

Dean of Students (8082)

Graduate Assistant

Contact: Nadia Raza at 732-445-0166

The Graduate Assistant in the Dean of Students is responsible for representing the office in a professional manner that respects the confidentiality of students in multiple situations. The Graduate Assistant will provide coverage for the office.

Student Life - Involvement & Programs (8514)

Graduate Assistant

Contact: Susan Romano at romanos@rci.rutgers.edu or 732-445-6556

Plan, implement and promote commuter, multicultural, leadership and community service programs; advise student organizations; assist with training of student staff and organization volunteers; assist with departmental special events and programs; other duties as assigned.

Graduate Assistant

Contact: Kristin Cothran at kcothran@rci.rutgers.edu or 732-445-6556

The graduate assistant assists with all aspects of New Student Orientation for the fall and spring. Fall: updates job descriptions, promotes and organizes informational sessions, coordinates orientation interview process, helps with selection of NSO Staff, plans and implements spring transfer orientation program. Spring: Preps for weekly training course, organizes all NSO staff development events, oversees the development of Scarlet Knight Days, helps with preparation and organization of spring and summer trainings, prepares NSO staff office, organizes summer registration, coordinates marketing of summer program.

Library - Science Libraries (LSM) (8427)**Graduate Assistant**

Contact: Marty Kesselman at martyk@rci.rutgers.edu or 732-445-1337 x202

Provides reference and information services assistance. Interest in working in a science library desirable.

Paul Robeson Cultural Center (8446)**Graduate Research Assistant**

Contact: Prosper Godonoo at godonoo@rci.rutgers.edu or 732 445-3545

Assist with coordinating special funding initiatives for the Center. Serve as liaison with university offices, academic Deans, Office of Student Life, Enrollment management, etc. Provide administrative research support to Program Director and also participate in program evaluations.

Paul Robeson Cultural Center – America Reads Supervisor (8718)**Tutor – America Reads/Counts**

Contact: Prosper Godonoo at godonoo@rci.rutgers.edu or 732 445-3545

Tutor / mentor school children in Math and / or reading, writing, and language arts. Under the supervision of Program Director, responsible for coordinating and evaluating tutoring programs. Train, mentor and provide on-site supervision for undergraduate tutors. Responsible for collecting, verifying and preparing tutor payroll. Schedule and conduct regular meetings with tutors. Serve as liaison between the tutoring program and school. Provide administrative support to program director.

School of Engineering – Biomedical Engineering (8379)**Graduate Research Assistant**

Contact: Gary Drzewiecki at garydrz@rci.rutgers.edu or 732-445-4500 x6304

Student will assist faculty with lab and/or course work.

Graduate Research Assistant

Contact: Rene Schloss at schloss@sol.rutgers.edu or 445-4500 x 6204

The candidate will assist with tissue culture including murine embryonic and human umbilical cord cells, neural stem cell differentiation strategies and general laboratory maintenance. Knowledge of tissue culture, digital microscopy, image analysis, indirect immunofluorescence and FACS.

School of Pharmacy - Practice and Administration (8378)**Graduate Research Assistant**

Contact: Sarah Tomasello at stomasel@rci.rutgers.edu or 732-828-3000 x2967

Work as part of a research team to investigate and monitor the efficacy and safety of intravenous ascorbic acid as adjunct therapy for anemia of chronic kidney disease.

Review the mechanism of hemodialysis and anemia of Chronic Kidney Disease.

Perform data collection as part of the ongoing research study "Evaluating the Efficacy of Intravenous Ascorbic Acid to Treat Hyperferritinemia in Chronic Hemodialysis Patients". (UMDNJ IRB #0220060338).

Graduate School of Applied and Professional Psychology (GSAPP) (8027)

Graduate Research Assistant

Contact: Arlene Miller at rellim@rci.rutgers.edu or 732-445-2000 x110

Seeking graduate students who are trained in the Classroom Assessment Scoring System, Secondary (CLASS-S) and have been found to be reliable coders. The CLASS-S is a complex observational system used for research on high school instruction. RAs will code videotaped classroom instruction to help evaluate a large scale teacher professional development intervention. Applicants also should have experience working in schools and coursework in psychology.

COLLEGE AVENUE CAMPUS

Student Employment (8444)

Graduate Assistant

Contact: Cynthia Meekins at cmeekins@rci.rutgers.edu

The Job Location and Development (JLD) Counselor will be responsible for assisting students, maintaining the JLD database, recruiting area businesses for job opportunities with the JLD program, and assisting with coordinating JLD job fair. **Some availability of Thursday and Friday between the hours of 8:30 to 5:00 is preferred.**

Women and Art Institute (8519)

Graduate Assistant

Contact: Dr. Ferris Olin at olin@rci.rutgers.edu or 732-932-3726 x13

Work with staff in support of ongoing projects--women artists exhibitions and programming; the national initiative- The Feminist Art Project; making accessible women artists' papers; program planning and development; and other duties as assigned.

Student Life Programs-RSC (8508)

Graduate Assistant

Contact: Lori Smith at lori@rci.rutgers.edu or 732-932-7213

The main responsibilities of this position include the planning and implementation of Special Events and Programs; assisting with Leadership training and public relations; and advising Student Organization/Program Board Committees.

Alexander Library (8437)

Graduate Assistant

Contact: Al King at acking@rci.rutgers.edu or 732-932-7006 x364

Under the supervision of the manuscripts curator, arranges re-boxes, re-folders and lists or otherwise describes collections of organizational records or personal papers.

Graduate Assistant

Contact: Tom Frusciano at fruscian@rci.rutgers.edu or 732-932-7006 x368

The graduate assistant helps the University Archivist and Associate University Archivist in a variety of clerical tasks including photocopying, re-housing collections, word processing, and creating inventories.

Graduate Assistant

Contact: Jim Niessen at niessen@rci.rutgers.edu or 732-932-7129 x136

Provides reference and information services assistance. Other public services projects as assigned.

Student Judicial Affairs (8401)**Graduate Assistant**

Contact: Jason Fredericks at freder52@echo.rutgers.edu or 732-932-9414

Assist with Academic Integrity campaign and deliver PowerPoint module to groups. Assist in developing educational programs and workshops. Attend meetings, participate in committees. Make follow-up phone calls, respond to specific questions and concerns within department, assist with database, assist with correspondence, organize annual conferences, meetings, trainings. Provide Disciplinary Clearance to other Departments. Assist all staff in department with administrative responsibilities.

Dean of Students (8068)**Graduate Assistant**

Contact: Dr. Timothy Grimm at tgrimm@rutgers.edu or 732-932-2300

The Graduate Assistant in the Dean of Students Office is responsible for representing the office in a professional manner that respects the confidentiality of students in multiple situations. The GA assists in the screening and response and referral to students in crisis/conflict. Additionally, s/he assists in the advisement of the Campus Student Government and planning of programs/services for the campus community.

Zimmerli Art Museum (8013)**Graduate Assistant**

Contact: Marilyn Symmes at symmes@rutgers.edu or 732-932-7237 x617

Assisting curators in graphic arts collection management; updating inventory records; retrieval/putting away of art works; preliminary cataloguing documentation; preparation of exhibition checklists, preliminary label or other texts; art research; maintenance of artist files, etc.

Sexual Assault Services (8154)**Graduate Assistant**

Contact: Ruth Anne Koenick at koenick@echo.rutgers.edu or 732-932-1181

Student will work with VPVA staff in connection with the iSCREAM study being conducted in collaboration with the RU SSW Center on VAWC. This is a longitudinal research study funded by the CDC. Help staff with some of the data collection sites during the fall and do other assigned tasks related to the research. Will help staff programs and interact with the RU community on issues of interpersonal violence. Will do web based research and event planning related to new programming for VPVA and work with and supervise as needed, undergraduate work study students. Requires IRB certification. Computer knowledge: word and excel.

Recreation Services – CAC (8302)**Graduate Assistant**

Contact: Steven Verba at sverba@rci.rutgers.edu or 732-932-8204

Under the direction of the Intramural/Sports Club Coordinator the office assistant assists with all aspects of the office operations including data entry, photocopying, faxing, and providing administrative support.

Graduate Assistant

Contact: Stephen Pappas at stpappas@rci.rutgers.edu or 732-932-8204

Under the direction of the Facility Coordinator the Graduate Assistant is responsible for the general security of a recreation facility, the safety of the clients and the direct supervision of student staff and building managers. Acts as liaison between the facility users and Recreational Services.

Graduate Assistant

Contact: Almetra Lundy at alundy@rci.rutgers.edu or 732-445-0462

Under the direction of the Business Specialist, the Bookkeeping/Accounting Assistant assists with the business office operations including accounts payable, receivables, reconciliations, purchasing, data entry, budget preparation, concessions and administrative support. Assistant will utilize accounting practices to carry out projects for a variety of purposes within the Business Office. Must be flexible and be able to work at our other facilities as needed.

Center for Latino Arts & Culture (CLAC) (8328)

Graduate Assistant

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

Assist Director in creating an inventory of programming, financial and organizational documents, records and media for the Center for Latino Arts and Culture.

CESEP-Civic Engagement and Service Ed Partnerships (8703)

Graduate Assistant—NJLT

Contact: Amy Michael at amymic@rci.rutgers.edu or 732-932-8660

Plan, implement and promote the New Jersey Leaders of Tomorrow Presidential Internship Program, develop field placement for students with state legislative offices, coordinate guest speakers, track students' progress; document students' other duties as assigned.

Graduate Assistant—CESEP

Contact: Amy Michael at amymic@rci.rutgers.edu or 732-932-8660

Plan, implement and promote CESEP Program, coordinate with community organizations and faculty, develop placement opportunities for students, track and document students' progress; other duties as assigned.

Graduate Assistant—Food Stamp Outreach

Contact: Amy Michael at amymic@rci.rutgers.edu or 732-932-8660

Be a liaison between the college/university and the Social Services Administrators and/or Community Partner, develop placement sites, train students, keep records of student's hours and oversee their work, perform site visits, maintain records of the # of pre screenings and enrollments.

Graduate Assistant

Contact: Amy Michael at amymic@rci.rutgers.edu or 732-932-8660

Notify students of CASE requirements; Attend S.L. class; Help find placements & communicate goals w/community partners; Be a resource & problem solver for service-learning students; Assist CASE professors w/course paperwork, tracking academic progress of service-learning students; Leads reflective seminars to help student integrate service experience w/academics; Visit community sites to supervise students' field work; Attend all CASE training sessions.

Psychological Counseling Services - College Avenue (8400)

Counseling Psychology Practicum – Graduate Assistant

Contact: Mark Forest at forest@rci.rutgers.edu or 732-932-7884

Student will complete the duties of a practicum in counseling/applied psychology at Counseling, Alcohol & Other Drug Assistance Program, and Psychiatric Services (CAPS). This will require at least a day and a half per week (12-15 hrs). Students will see clients for

short-term psychotherapy, intake assessments, provide psychological education programs on campus, participate actively in required training activities, including group clinical and intake supervision, professional development meetings, and training in consultation and education.

Graduate Assistant

Contact: Linda Petruzzi at ldaiuto@rci.rutgers.edu or 732-932-7884

The Graduate Assistant will assist administrative assistant and clinical staff with general office duties including, delivery of correspondence to other offices, copying, filing, computer work, etc. Assist clinicians in the coordination and scheduling of educational programs offered by this office in residence halls and elsewhere on campuses. Assist with library research projects or other duties, as needed. Office/computer experience needed. Knowledge of MS Office is necessary. Publisher and PowerPoint is a plus. Due to client contact, this position REQUIRES A GRADUATE STUDENT WITH PSYCHOLOGICAL OR SOCIAL WORK BACKGROUND IN ORDER TO MEET MINIMUM STANDARDS OF CONFIDENTIALITY.

Associate Vice President Academic Partners (8116)

Graduate Assistant

Contact: Claudio Mir at isnard@rci.rutgers.edu or 732-932-4391

Graduate student needed to coordinate the New Brunswick Public Schools tutoring program, duties include supervising students, working with faculty & staff at New Brunswick Public Schools, completing payroll paperwork and other supervisory office duties.

EOF - College Avenue (8045)

Graduate Assistant

Contact: Diane DeLauro at delauro@rci.rutgers.edu or 732-932-7167

Compiling and making graphed presentations of program assessment data; assisting in planning and coordinating program events and initiatives; compiling and arranging instructional materials for future program instructors. Quantitative/statistical skills; Microsoft Office Suite programs.

GSE - Graduate School of Education (8014)

Graduate Assistant

Contact: Jose Laureano at jllaureano@dceo.rutgers.edu or 732-932-7496 x8205

Reporting to the Manager of Continuing Education & Global Programs (CEGP), the Graduate Assistant will assist in coordination and planning of project based initiatives to include: recruitment & outreach activities and assisting with CEGP conferences. The Graduate Assistant works as an active, collaborative, member of the CEGP staff. Enrolled in a Rutgers University graduate program. Familiarity with Rutgers University policies and procedures, strong interpersonal, time management, organizational and computer skills highly desired. An ability to work well individually and as part of a team. Overall, an individual who takes the initiative on projects and has a strong work ethic.

Graduate Assistant

Contact: Dr. Caroline S. Clauss-Ehlers at csce@rci.rutgers.edu or 732-932-7496 x8312

This position is for a graduate student who will be involved in various research projects. Key responsibilities of the graduate assistant are to conduct literature reviews, collect data, analyze data, engage in manuscript development, organize applications for research grants, and assist with presentations and power point development.

GSE – Tutoring Plus (8713)

Graduate Assistant

Contact: Dr. Lorraine McCune at mccune@rci.rutgers.edu or 732-932-7496 x8310

Graduate students are needed to help coordinate the Tutoring Plus program. Duties include supervising students to make sure they submit paperwork on time, checking in with faculty/staff at local schools to make sure tutors/aides are doing well, doing payroll paperwork, other supervisory office duties

EOF - Administrative Office (8092)

Graduate Assistant

Contact: Albert Budet at budet@rci.rutgers.edu or 732-932-7067

Support for University EOF Administrator. Will perform general office support tasks, organize and schedule admissions recruitment programs, compile program data and conduct student outreach. This position requires computer experience, good organizational and communication skills. Must have the ability to work independently and has interactive skills with student organizations.

Graduate Assistant

Contact: Eddie Manning at emanning@rci.rutgers.edu or 732-932-7067 x205

Facilitator/Academic Coach (TBD) - As part of the living-learning experience, students will be guided by an academic coach to form and work in study groups. The Coach will serve as a Mentor throughout the Summer Program experience; provide academic support and guidance; assist students with curricular assignments and co-curricular projects.

Geography – (8345)

Graduate Research Assistant

Contact: Theresa Kirby at tkirby@rci.rutgers.edu or 732-445-4106

Transcribe interviews from field research, catalog and categorize qualitative data including providing summary reports and some analysis; coordinate speaker series and manage speaker-series publicity and serve as undergrad resource in computer lab for tutoring sessions.

COOK CAMPUS

Student Life Programs-CCC (8517)

Graduate Assistant

Contact: Kiran Singh at kms136@echo.rutgers.edu or 732-932-7617

The main responsibilities of this position include in the planning and implementation of Special Events and Programs; assisting with Leadership Training and Public Relations; and advising Student Organization/Program Board Committees.

Animal Science Department (8015)

Graduate Research Assistant

Contact: Mehmet Uzumcu at uzumcu@aesop.rutgers.edu or 732-932-6912

Design and run experiments; perform data analysis; perform PCR under direction of PI; isolating follicles from rat ovaries; lab maintenance and scientific supply ordering as required. Requirements are graduate level biochemistry, biology, physiology, animal experience with small mammals.

DOUGLASS CAMPUS

Office of Academic Services SAS, Deans Office (8108)

Graduate Assistant

Contact: Milagros Arroyo at marroyo@sas.rutgers.edu or 732-932-9729

Graduate Assistant (for Nontraditional students) must be alert, accurate, and able to work with others. He or she must be attentive while performing repetitive tasks and have a willingness to do routine and detailed work. Two Graduate Assistants are needed.

Political Science (8351)

Graduate Assistant

Contact: Audrey Boyd at boyd@polisci.rutgers.edu or 732-932-9582

Provide assistance to the Undergraduate Office and the Office of the Chair in the Political Science Department by working with confidential materials.

Research on Women Institute (8155)

Graduate Assistant

Contact: Sarah Tobias at stobias@rci.rutgers.edu or 732-932-9072 x 616

Research and advanced logistical support for ongoing projects such as lecture series, faculty-graduate student seminar, IRW web-page.

Mabel Smith Douglass Library (8151)

Graduate Assistant

Contact: Kelly Worth at kaklynch@rci.rutgers.edu or 732-932-9346 x10

Information Services - MUST be a graduate student in a Library/Information Science program. Candidate must have completed, be enrolled in or planning to enroll in coursework in a Library/Information Science program to demonstrate attainment of core skills, competencies and abilities required to serve as a reference assistant at library reference desk. Assist librarians in preparation for exhibit, special events, and library instruction, as needed. Assist librarians in collection assessment and management.

Graduate Assistant

Contact: Kelly Worth at kaklynch@rci.rutgers.edu or 732-932-9346 x10

Music Library - Assists in providing reference services in the Music Library. Assistant with various library projects involving the performing arts. MUST be a graduate student in a Library/Information Science program. Candidate must have completed, be enrolled in or planning to enroll in coursework in a Library/Information Science program to demonstrate attainment of core skills, competencies and abilities required to serve as a reference assistant at library reference desk.

Weekend/Evening Supervisor

Contact: Kelly Worth at kaklynch@rci.rutgers.edu or 732-932-9346 x10

Individual will be responsible for opening and closing the Music/Media Lab and Music Library stacks on Saturdays. Individuals in this position may also serve as Closing Supervisor Monday through Thursday evenings. Additionally he/she will manage the Music/Media circulation desk, process items for delivery to other libraries, process incoming scores and recordings and handle patron queries regarding reference issues in the absence of full-time staff.

Graduate Assistant

Contact: Kayo Denda at kdenda@rci.rutgers.edu or 732-932-9707 x23

Archival Assistant. Seeking several students with interest in archives to process papers, collections, research in collections, work on special projects on women artist, and other duties as assigned.

Spanish and Portuguese Department (8360)**Graduate Assistant**

Contact: Miguel Jimenez at miguelji@rci.rutgers.edu or 732-932-9323

Position will provide assistance to the coordinator of translator/interpreter training. Routine responses to inquiries about program, assistance in curriculum development and preparation of grant applications, publicizing summer session and academic year training opportunities, help in setting up the spring internship and technical support for interpreting classes in collaboration with the Language Lab/World Languages Institute. Other possible assignments may include service as liaison to other language departments, and as liaison to the Rutgers translation listserv and website.

Eagleton Institute (8031)**Graduate Research Assistant**

Contact: Sasha Patterson at sashap@rci.rutgers.edu or 732-932-9384 x248

Assist the Eagleton Center for American Women and Politics with NEW Leadership program. Duties include conducting research and developing student action project. Also assists with planning and preparation for NEW Leadership summer institute.

Graduate Research Assistant

Contact: David Redlawsk at 732-932-9384 x245

Assist the Eagleton Center for Public Interest Polling with survey research projects. Duties include analyzing and summarizing poll data, archiving poll results, and assisting with research for proposals and other projects.

Graduate Research Assistant

Contact: Ingrid Reed at ireed@rci.rutgers.edu or 732 932-9384 x232

Assist the Eagleton New Jersey Project with njvoter.org website. Duties include database design, entry, manipulation and reporting in addition to newspaper coverage monitoring of legislative races and researching political candidate information.

Graduate Research Assistant

Contact: Martin Bunzl at bunzl@rutgers.edu or 732-932-9384 x266

Research assistant is for the Rutgers Initiative on Climate and Social Policy. Duties include researching, analyzing and summarizing relevant internet studies and trends and assisting with research for proposals and other projects.

Graduate Research Assistant

Contact: Gloria Minor at gminor@rci.rutgers.edu or 732-932-9384 x245

Research assistant is for the Eagleton program on the governor. Duties include researching, analyzing and summarizing relevant internet information, archiving and assisting with other projects.

Learning Resource Center – Douglass (8142)**Graduate Assistant**

Contact: Mary Ann Puccio at mapc@echo.rutgers.edu or 732-932-1660

Academic Coach: Reporting to the Learning Specialist provides academic coaching to the undergraduate student population. Topics include: time management, test preparation, self-management strategies, public speaking, test taking strategies, etc. Conducts workshops and/or outreach presentations as appropriate.

Graduate Assistant

Contact: Calvin Yu at calvinyu@rci.rutgers.edu or 732-932-1660

Graduate student preferred with background in teaching or training development. Assist in developing and maintaining training for student support staff.

Graduate Research Assistant

Contact: Calvin Yu at calvinyu@rci.rutgers.edu or 732-932-1660

Graduate Student with experience in research design and quantitative methods and program evaluation. The Graduate Research Assistant will assist in developing and maintaining assessment/evaluation tools.

Graduate Assistant

Contact: Shawn Taylor at sktaylor@echo.rutgers.edu or 732-932-2732

Works independently on projects related to writing pedagogy and creates materials and resources that directly address the writing concerns of students and faculty; provides individual writing assistance to undergraduate students in the social sciences and humanities disciplines; helps students develop ideas, improve the coherence and correct order of paragraphs, identify and support main points with adequate evidence, suggests ways to improve sentence structure and to avoid common grammatical errors, and learn the general conventions of clear, effective English.

Women and Gender Studies (8153)**Graduate Research Assistant**

Contact: Joanne Givand at givand@rci.rutgers.edu or 732-932-9331

Provides research assistant to Women's & Gender Studies faculty doing library research, footnote editing, and manuscript revisions. Student would be assigned as needed to faculty for special projects including book manuscripts, special project research. Assist with digital media application and web site design (training provided).

Graduate Assistant

Contact: Joanne Givand at givand@rci.rutgers.edu or 732-932-9331

Graduate Assistant provides faculty members and office staff with administrative and academic support; advises undergraduate students on academic matters; performs research projects for professors and department of an academic nature including web research projects.

Dean of Students – Douglass (8532)**Graduate Assistant**

Contact: Michelle Jefferson at jeffermi@echo.rutgers.edu or 732-932-2900 x131

Assist the Douglass Dean of Students in a variety of tasks that often require confidentiality. Screen student needs and help to refer students, parents, faculty, and staff to appropriate offices and resources on campus and beyond to support students in a student-centered environment. Requires a customer friendly and professional person that can work on tasks independently. Requires analytical skills as well as the flexibility for a broad range of duties as assigned.

Mason Gross School of the Arts - Theater Arts (8139)**Student Manager**

Contact: Carol Thompson at cmthompy@rci.rutgers.edu or 732-932-9891 x11

Assistant to Administrator: Assists in preparation of reports, scheduling, administration and management of production season, maintain department archives, organize and run STANJ and NJ Thespian conferences, assist in maintenance of phone system, arrange and set up receptions, recruiting, touring and other duties as assigned. This position requires a

graduate student in Stage Management in the Theater Arts Department, good organizational skills, ability to work independently, thorough understanding of theatrical production and scheduling.

Student Manager

Contact: Carol Thompson at cmthompy@rci.rutgers.edu or 732-932-9891 x11

Jameson Production Assistant: Provides house management, concessions management, and publicity assistance to Jameson Studio Theater and Head of Directing program. Manage midnight special playwright series.

Student Manager

Contact: Carol Thompson at cmthompy@rci.rutgers.edu or 732-932-9891 x11

Recruiting and Admissions Manager: Advanced office and database skills with excellent understanding of department's programs and offerings. Assist with all phases of recruiting, admissions, audition and interview process. Typing, data entry, general office, and excellent working knowledge of the theater program are required. The Student Manager will respond to questions from prospective graduate and undergraduate students via phone and email.

Student Manager

Contact: Carol Thompson at cmthompy@rci.rutgers.edu or 732-932-9891 x11

Costume Shop Crew Supervisor - Advanced skills running a costume shop and in construction of costumes for productions; additional duties as assigned by shop supervisor. Costume Shop Manager must have the ability to sew at an advanced level.

Kilmer Library (8551)

Graduate Assistant

Contact: Jeris Cassel at cassel@rci.rutgers.edu or 732-445-4432

The graduate assistant provides information services assistance at a public desk, with general instructional services, and with library projects. Experience with application software such as MSWord, Excel, and Access is preferred. Graduate student in the Library and Information Science program preferred.

Douglass Residential College - Women's Global Center (8128)

Graduate Assistant

Contact: Mika Kinose at mkinose@rci.rutgers.edu or 732-932-8782, X-607

Assist with programmatic research, documentation and writing projects, and outreach with global colleagues.

LIVINGSTON CAMPUS

Student Life - Involvement & Programs-LSC (8515)

Graduate Assistant

Contact: Matthew Ferguson at ruferg@rci.rutgers.edu or 732-445-3561

The main responsibilities of this position include the planning and implementation of Large-Scale Programs and Special Events on Campus including but not limited to New Student Convocation and Senior Celebration Days events. This position may also include assisting with training sessions and student organization advising.

Upward Bound Program (8704)

Tutor –RU Courses

Contact: Yamillet Febo at yamifebo@echo.rutgers.edu or 732-445-3090 x177

Provides tutoring to high-school students enrolled in the Rutgers Upward Bound Program grades 9-12th grade at site locations in New Brunswick, Plainfield, or Perth Amboy. Subjects

include General Mathematics, English, Writing, Social Studies, Biology, Chemistry and other courses typically in high-school. Some on-site tutoring will be required on Saturdays at Rutgers Campus.

Student Manager

Contact: Yamillet Febo at yamifebo@echo.rutgers.edu or 732-445-3090 x177

Student Manager will serve as a Peer Mentor in the Upward Bound Program. The primary function is to maintain positive relationships with RUB participants to ensure academic success. Mentors will be assigned a group of youth grades 9-12th that will be required to maintain contact on a regular basis. Other responsibilities include: attending one mandatory training session, attending all Saturday sessions (once a month) to meet with students, assisting in the implementation of RUB programs and special events, and make contact with designated students at least three times a month and serve as a chaperone on trips.

Learning Resource Center – Livingston (8143)

Graduate Assistant

Contact: Mary Ann Puccio at mapc@echo.rutgers.edu or 732-932-1660

Academic Coach: Reporting to the Learning Specialist, provide academic coaching to the undergraduate student population. Topics include: time management, test preparation, self-management strategies, writing, public speaking, test taking strategies, etc. Conducts workshops and/or outreach presentations as appropriate.

Graduate Research Assistant

Contact: Christine Sohn at csohn@rci.rutgers.edu or 732-445-0986

Design PR/Marketing materials, design & implement a yearly PR/Marketing Plan. Identify and disseminate RLC information to clients through University outlets.

Sociology Department (8323)

Graduate Research Assistant

Contact: Tamara Crawford at tcrawfor@rci.rutgers.edu or 732-445-4029

Federal Work Study Student will be a Research Assistant to faculty and will do web-based/internet research, web design, administrative task, fact checking and some library research.

Recreation Services (8555)

Graduate Assistant

Contact: Stephan Pappas at stpappas@rci.rutgers.edu or 732-445-0462

Graduate Assistant Field Manager needed under the direction of the Intramural and Sport Club Coordinator to supervise the outdoor facilities during sport club events, rentals and intramural sports. Mostly work on the fields at Livingston and Busch campuses.

Mason Gross School of the Arts – Music (8121)

Graduate Assistant

Contact: Gregory Mueller at gsmperc@rci.rutgers.edu or 732-932-3848

Graduate assistants will have a supervisory role in the front office as an assistant to the principal secretary. Responsibilities include managing and training undergraduate Federal Work-Study students, creating work schedule, overseeing quality assurance in editing, printing and assembly of programs, research related work, contracting musicians, ordering music for ensembles, recording events. Operational tasks for the front office including managing busy phone lines, mail distribution, providing information and materials, photocopying, on-campus errands, event set-up, furniture relocation.

DOWNTOWN NEW BRUNSWICK

EJBSPPP - CUPR - Center for Urban Policy Research (8536)

Graduate Research Assistant

Contact: Dahk Muhammad at muhmmad@rci.rutgers.edu or 732-932-3133 x569

The research assistant position at CUPR will involve assisting research faculty and staff with both non-technical and technical tasks that surround contract research. This may also include the compilation of information through library and web searches, report writing, phone interviews, computer coding, and minor data manipulations.

EJBSPPP – Dean’s Office (8539)

Graduate Research Assistant

Contact: Gabriella Carolini at carolini@rci.rutgers.edu or 732-932-3822 x755

This position is for a graduate student who will be involved in various research projects centered on international urban development planning and policy. A strong demonstrated interest in fiscal policies, and basic service improvements in vulnerable urban communities, are considered pluses. Some key responsibilities of the graduate research assistant are: to enhance baseline community asset maps using ArcGIS software; upload geo-referenced photographs of community assets; conduct literature reviews on fiscal reforms and basic service delivery.

Graduate Assistant

Contact: Robert Noland at rnoland@rutgers.edu or 732-932-6812 x536

The position is for a graduate student who will be involved in a variety of projects. The applicant should have familiarity with statistical software (Stata or SPSS) and the ability to apply statistical and econometric methods to large data sets and have the ability to work independently. Good communication and writing skills are also desirable.

Graduate Assistant

Contact: Dr. Kathe Newman at knewman@rutgers.edu or 732-932-3822 x556

This position is for a graduate student who will work on foreclosure-related research in NJ. The student will gather, clean and present data, assist with funding applications, gather research materials, and work with community organizations in NJ.

Graduate Assistant

Contact: Jeanne Herb at jherb@rci.rutgers.edu or 732-932-4101 x677

Research assistance pertaining to several research areas, including: assessing state best practices and authorities for analyzing cumulative impacts in environmental justice communities, analyzing best practices in state climate change adaptation plans, and summary of smart growth programs underway in Metropolitan Planning organizations within the Mid-Atlantic and Northeast.

Graduate Assistant

Contact: Dr. Radha Jagannathan at radha@rci.rutgers.edu or 732-932-5475 x668

This position is for a graduate student who will be involved in two research projects. Key responsibilities of the graduate assistant will include: developing nature/science based curriculum for elementary school children and teaching the curriculum two days a week in an after-school program, conduct literature reviews, collect and code data, analyze data using stata or spss, and engage in manuscript development.

Graduate Assistant

Contact: Dr. Jane Miller at jmiller@ifh.rutgers.edu or 848-932-4105 x26730

This position is for a graduate student who will be involved in various research projects. Key responsibilities of the graduate assistant are to conduct literature reviews, prepare data for analysis, conduct statistical analysis, prepare tables, and assist with manuscript development.

Graduate Assistant

Contact: Dr. James DeFilippis at jdefilip@rci.rutgers.edu or 732-932-3822 x734

This position is for a graduate student that is comfortable working with large government data sets. The key responsibilities of the graduate assistant are to compile ACS data on Dominicans in the United States, with a particular emphasis on the housing issues faced by Dominicans, conduct basic statistical analysis using the data, and engage in manuscript development based on the data analysis.

Graduate Assistant

Contact: Briavel Holcomb at holcomb@rci.rutgers.edu or 732-932-4101 x688

Assist in development of several new and ongoing courses. Assist in finding appropriate readings and videos, developing Powerpoint presentations, reviewing undergraduate homework submissions. Focus on developing world. Other duties as mutually agreed.

Graduate Assistant

Contact: Swena Gulati at swena@rutgers.edu or 732-932-3822 x636

This position is for a student to be engaged in technical assistance and continuing education related to urban planning and policy. The position will support all of the programs within the institutes, including Arts Build Communities and the Bloustein Online Continuing Education Program. Specifically, the position will conduct planning and competitive intelligence research, respond to requests from urban planners and other learners in continuing education programs, and conduct field research for the institutes.

Graduate Assistant

Contact: Dr. Stephanie Curenton at curenton@ejb.rutgers.edu or 732-932-2499 x538

This position is for a graduate student who will be involved in various research projects related to early education policy. Key responsibilities of the graduate assistant are to conduct literature reviews, collect data, analyze data, engage in manuscript development, organize applications for research grants, schedule lecture speakers, conduct classroom observations, and assist with presentations and power point development.

Graduate Research Assistant

Contact: Hal Salzman at hsalzman@rutgers.edu or 732-932-4100 x6207

Science and Engineering education and workforce; Sustainability in the Arctic research projects: This position involves a range of research activities from substantive background research to literature reviews to some overall project management responsibilities. The two primary research projects are on the science and engineering education and workforce and on sustainability of indigenous communities in the Arctic (employment, climate change, social change, etc.). These are primarily sociological studies; some experience with data analysis would be helpful but not required.

Graduate Research Assistant

Contact: Stuart Shapiro at stuartsh@rci.rutgers.edu or 732-932-2499 x870

Research assistant would work on project on comparing regulatory impacts in different states. This would involve gathering data and helping to decide on metrics for environmental quality, business climate, and health care in different states.

Graduate Assistant

Contact: Andrea Lubin at annlubin@ejb.rutgers.edu or 732-932-6812 x593

Assist on two studies. One is focused on exploring funding opportunities for county para-transit providers to assist in getting people with disabilities to work and the second is focused on exploring customer needs in terms of making transfer transit trips in NJ. Key responsibilities of the student will include assisting with implementation and summarizing of study outreach efforts that include focus groups, surveys and interviews. Student will also assist with general research tasks related to each study that may include literature review and some data analysis.

Mason Gross School of the Arts – Visual Arts (8147)

Graduate Assistant

Contact: LaToya Frazier at lfrazier@rci.rutgers.edu or 732-932-2222 x798

Assist the gallery curator with shows and receptions. May sit for open gallery hours; assist in the installing and uninstalling exhibitions, orders supplies and performs other administrative work.

Graduate Assistant

Contact: George Ericson at gericso@rci.rutgers.edu or 732-445-5637

Monitors the Visual Arts woodshop in the Civic Square Building (CSB) and assists in the maintenance and cleanliness of this facility. If necessary, assists students with the use of power tools (table-saw, miter-saw, bench grinder, etc.), insures that students using the wood-shop are operating with safe methods and according to all REHS regulations. Visual Arts MFA Graduate Student is preferred for this position.

OFF CAMPUS

NJ HIGHER EDUCATION ASSISTANCE AUTHORITY (8861)

Hamilton, NJ

Graduate Website Technician

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

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. Bachelor's degree in computer science or related discipline. Knowledge of Windows NT/2000/2003. Training and experience coding Java or C++ and working knowledge of HTML, XML and relational databases desired. Knowledge of back-end systems such as zOS, DB2, VSAM, and COBOL/CICS concepts is a plus. Cold Fusion knowledge helpful.

Graduate Research Assistant

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

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.

ELIJAH'S PROMISE (8838)

New Brunswick, NJ

Volunteer and Donations Coordinator

Contact - Yvette Molina at 732-545-9002 x115

Conduct training/orientation for CESAP and Introduction to Social Work students from Rutgers University. Conduct recruitment, scheduling and orientation of volunteer groups and individuals. Supervise volunteer groups on site as needed. Make presentations to community groups. Assist with annual volunteer appreciation event.

**CRAMER HILL COMMUNITY DEVELOPMENT CORPORATION (8962)
Camden, NJ**

Graduate Assistant

Contact – Manuel Delgado at 856-964-2465

The intern will assist in advancing the Cramer Hill NOW! Neighborhood Plan through the goals of the Quality of Life vision for the community. Specifically working on creating an attractive public realm and helping with initiatives to keep the community clean. This will be achieved through the development of gardens and other green spaces in existing parks and potential side spaces and vacant lots. Analysis will be taken of current park usage and community input will help direct the vision of greening projects. Must be proficient in Mac computers and word processing along with Excel. Spanish language background a plus. The student must have an interest in community organizing and pursuing a degree that is relevant to community development.

02/03/11