

# GENERAL JOB CATEGORIES

## **ANIMAL CARE ASSISTANTS/FARM WORKERS**

**Campus Availability:** Cook Campus

**Work Schedule:** Flexible

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

## **ATHLETICS/INTRAMURAL/RECREATION STAFF**

**Campus Availability:** All Campuses

**Work Schedule:** Flexible

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

## **BOOKKEEPING/ACCOUNTING ASSISTANT**

**Campus Availability:** All Campuses

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

Bookkeeping/Accounting Assistants will assist staff with bookkeeping and accounting functions. Duties may include invoice verification, account analysis, payments recording and reports preparation. This position requires general experience with standard bookkeeping and accounting functions, as well as basic computer skills.

## **ENGINEERING LAB ASSISTANT**

**Campus Availability:** Busch Campus

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

Positions in Engineering include Laboratory Assistant, Research Laboratory Assistant, Computer Technician, Office Assistant and Mailroom Assistant. Laboratory positions may be limited to students in specific programs or majors, and may also require lab experience or specific course work.

## **LIBRARY ASSISTANT**

**Campus Availability:** All Campuses

**Work Schedule:** Flexible

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

## **OFFICE/STUDENT ASSISTANT**

**Campus Availability:** All Campuses

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

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

## **SCIENCE LAB ASSISTANT/SCIENCE LAB RESEARCH ASSISTANT**

**Campus Availability:** Busch and Cook Campuses

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

Available positions include Science Lab Assistants and General Lab Assistants. Science majors with qualifications such as prior lab experience or course work may assist with ongoing lab research projects. Students without the required lab experience or course work

may assist with general lab maintenance duties. Departments include biological sciences, chemistry, microbiology, geology, pharmacy, plant pathology and animal sciences.

### **STUDENT LIFE STAFF**

**Campus Availability: All Campuses**

**Work Schedule: Flexible**

Student Life staff members work in University Student Centers. Available positions include: Rutgers Zone Game Room Attendant, Information Assistant, Copy Store Assistant, Convenience Store Assistant; Graphic Designer; House Crew; Tech Crew, and Office Assistant. Some positions require experience with audio-visual equipment, standard office software such as Word and Excel, the ability to lift 30 pounds and/or customer service skills.

### **TICKET SALES ASSISTANT/PERFORMANCE USHER**

**Campus Availability: Douglass Campus**

**Work Schedule: Flexible**

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

### **TUTOR – RUTGERS UNIVERSITY COURSES**

**Campus Availability: All Campuses**

**Work Schedule: Flexible**

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

### **UNDERGRADUATE RESEARCH ASSISTANT**

**Campus Availability: All Campuses**

**Work Schedule: Flexible**

Numerous departments throughout the University employ Research Assistants to assist with specific research projects. Duties for Research Assistant positions generally include library and internet searches, collecting and analyzing data and fact checking. Undergraduate Research Assistant positions are contingent upon departmental need.

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