ANIMAL CARE ASSISTANTS/FARM WORKERS
Campus Availability: New Brunswick - 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 New Brunswick Campuses, Newark and Camden
Work Schedule: Flexible
Recreation Staff generally work in the University Recreation Centers. Available positions include Intramural Assistant, Lifeguard, Fitness Assistant, Information Assistant/ID Checker, Office Assistant and Swim Instructor. Some positions require special skills and may be listed separately.

BOOKKEEPING/ACCOUNTING ASSISTANT
Campus Availability: All New Brunswick Campuses
Work Schedule: Weekdays from 8:30 a.m. to 5:00 p.m.
Bookkeeping/Accounting Assistants will assist staff with financial 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.

BUILDING SUPERVISOR & WEEKEND/EVENING SUPERVISOR
Campus Availability: All New Brunswick Campuses
Work Schedule: Flexible
Upperclass students only. Responsible for building operations in the absence of professional staff which may include security and safety, event management, facilities maintenance, student staff supervision and guest services. This position requires a high level of independence and decision making within the guidelines of the position. The SEO does not place students in Building Supervisor or Evening/Weekend Supervisor positions. Qualified students may promoted to these positions by their supervisors after demonstrating success in other positions within the department they work for. Departments who offer these positions include Student Centers, the Center for Latino Arts and Culture, the Learning Centers and Recreation.

CLASSROOM ASSISTANT – ELEMENTARY/NURSERY SCHOOL/DAYCARE
Campus Availability: New Brunswick - Douglass and Livingston Campuses
Work Schedule: Weekdays from 7:30 a.m. to 6:00 p.m.
Classroom Assistants assist in the care and supervision of young children. Responsibilities may include supervising children engaged in classroom and playground activities, administering minor first aid, diaper changing, assisting in the daily maintenance/housekeeping of the childcare center and setting up/serving childcare meals.

COMPUTER SUPPORT TECHNICIAN
Campus Availability: All New Brunswick Campuses
Work Schedule: Varies by Department
Computer Support Techs are responsible for responding to requests for computer assistance. Job duties involve troubleshooting software and hardware problems; performing hardware and software installations; upgrading and configuring computers; and establishing network connectivity. Responsibilities may also include assistance with mobile devices, operating systems, web programming, and video conference systems. Computer Support Techs should have experience with computer troubleshooting, maintenance and repair and may be required to have experience with several computer programs and hardware/software knowledge.
COMMUNITY SERVICE OFFICER
Campus Availability: Newark and Camden
Work Schedule: Varies by Campus
The Community Service Officer acts as the eyes and ears of the Rutgers University Police Department. Reports suspicious and unsafe conditions to the Police Dispatcher. Performs building checks, drives University vehicles for safety escorts. Uniforms are provided.

CUSTOMER SERVICE ASSISTANT
Campus Availability: All New Brunswick Campuses
Work Schedule: Varies by Department
Customer Service Assistants will typically be the first person to greet and help visitors, which may include students, parents, faculty/staff members, and general visitors. Students in this position will be required to provide a high level of customer service and respond to all inquiries, questions and concerns in a professional matter. In addition to in-person customer service students may also be required to answer telephones and respond to emails. Customer Service Assistants will be trained on specific information about their departments but must have excellent communication and interpersonal skills.

ENGINEERING LAB ASSISTANT
Campus Availability: New Brunswick - 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.

FITNESS CENTER ASSISTANT
Campus Availability: New Brunswick - Multiple Locations
Work Schedule: Flexible
Fitness Assistants supervise the fitness center floor, assist patrons with exercises and instructions on how to use fitness machines, clean equipment, and check in patrons for classes. This position acts as a liaison between patrons and Recreational Services and must be able to answer questions about the fitness center and programs offered, explain policies and direct questions and complaints to appropriate professional staff person.

GRAPHIC ARTIST
Campus Availability: All New Brunswick Campuses
Work Schedule: Varies by Department
Graphic Artists design and create marketing and promotional materials that complement the mission, vision and visual identity of the department they work for. The Graphic Artist position requires a high level of creativity in developing both print and web-based advertisements including flyers, brochures, logos, webpages, program/event ads, and social media campaigns. Students should have a knowledge of Photoshop, Illustrator and/or InDesign.

HEALTH CENTER ASSISTANT
Campus Availability: New Brunswick - College Ave Campus
Work Schedule: Flexible
Health Center Assistants work through the New Brunswick Community Interpreter Project at the Eric B. Chandler Health Center and are responsible for interpreting medical encounters between Spanish and English for Health Care Providers and patients. Must be fluent in Spanish and be able to interpret effectively. Candidates will be tested.
LIBRARY ASSISTANT
Campus Availability: All New Brunswick 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.

LIFEGUARD
Campus Availability: New Brunswick - Multiple Locations
Work Schedule: Flexible
Lifeguards are responsible for insuring participant safety in the use of the pools, maintenance, cleaning, completing daily administrative tasks and providing information to patrons. All Lifeguards must have current American Red Cross Lifeguard certification, current CPR for Professional Rescuer and current First Aid certifications. Must also pass in-service testing.

MASSON GROSS SCHOOL OF THE ARTS
Campus Availability: New Brunswick – Downtown NB/College Ave and Douglass Campuses
Work Schedule: Varies by Department
There are many different opportunities available to work for Mason Gross School of the Arts in the following areas: Theater Arts, Visual Arts, Dance, Music, University Arts Services, Dean’s Office and Extension Division. Some jobs require specific skill sets such as set design experience, sewing skills, experience with power tools, carpentry skills, video editing skills, and sculpting experience. Office Assistant, Classroom Assistant, Proof Reader/Editor, Theater Tickets Sales Assistants and Performance Usher positions are also available.

OFFICE/STUDENT ASSISTANT
Campus Availability: All New Brunswick Campuses, Newark and Camden
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 may include filing, answering phones, photocopying, mass mailings, data entry and computer work. Special projects will be assigned. Experience with standard office software programs such as Word and Excel is usually required.

PEER COUNSELOR
Campus Availability: All New Brunswick Campuses, Newark and Camden
Work Schedule: Varies by Campus
The Peer Counselor will be trained in the customer services aspects of Financial Aid to include but not limited to telephone techniques/etiquette and interpersonal skills for dealing with clients on an individual basis. Beyond customer services, the Peer Counselor must learn all aspects of Financial Aid to ensure a range of knowledge to effectively help the financial aid public.

PHOTOGRAPHER/VIDEOGRAPHER
Campus Availability: New Brunswick – Multiple Locations
Work Schedule: Varies by Department
Photographers/Videographers will be responsible for covering departmental programs and events to capture images and record videos. Experience with equipment and video editing skills are required.

PROOF READER/EDITOR
Campus Availability: New Brunswick – Downtown NB/College Ave Campus
Work Schedule: Varies by Department
Job duties may include writing articles, creating informational and educational material and print, web-based and film editing. Requires excellent communications and computers skills and may also require previous writing and editing experience.
**SCIENCE LAB ASSISTANT**
Campus Availability: All New Brunswick Campuses  
Work Schedule: Weekdays from 8:30 a.m. to 5:00 p.m.  
Available positions include Science Lab Assistants and General Lab Assistants. Students without the required lab experience or course work may assist with general lab maintenance duties. Departments include but are not limited to biological sciences, chemistry, microbiology, geology, pharmacy, plant pathology, animal sciences, RWJMS/RBHS departments.

**SCIENCE LAB RESEARCH ASSISTANT**
Campus Availability: All New Brunswick Campuses  
Work Schedule: Weekdays from 8:30 a.m. to 5:00 p.m.  
Science majors with qualifications such as prior lab experience or course work may assist with ongoing lab research projects. Research Assistants will be expected to work independently and be able to assist on high level experiments and laboratory work.

**SNACK BAR ATTENDANT**
Campus Availability: New Brunswick – Livingston Campus  
Work Schedule: Nights  
Snack Bar Attendants prepare and serve beverages and snacks to students who visit the Residence Life Coffee Houses. Duties also include cleaning up the kitchenette area at closing and wiping down tables. Opportunity is available for extra hours on the weekends and during special events.

**SOCIAL MEDIA ASSISTANT**
Campus Availability: All New Brunswick Campuses  
Work Schedule: Flexible  
Under the supervision of professional staff members, Social Media Assistants will be responsible for creating appropriate social media content, updating social media accounts, developing successful social media campaigns, and increasing departmental following. Students should have an interest in digital media/marketing and experience using various types of social media.

**STUDENT CENTER STAFF**
Campus Availability: All New Brunswick Campuses  
Work Schedule: Flexible  
Available positions include: Information Assistant, Event Staff, Reservation Assistant and Rutgers Zone Staff. Responsibilities can include general office assistance, event scheduling, event set up, event planning, customer and guest interaction, and/or technical services. Some positions have special requirements such as standard office software such as Word and Excel, ability to lift 30 pounds, and/or experience with audio-visual equipment. Opportunities available for advancement to management positions.

**STUDENT MANAGER**
Campus Availability: All New Brunswick Campuses  
Work Schedule: Varies by Department  
Student Managers are generally upperclass students who have the ability to work independently. Duties may include supervision, scheduling and discipline of other student employees, managing high level projects, coordinating events and programs and conducting research. Many different departments have opportunities for students to work in management positions. However, the SEO does not typically place students in Student Manager positions. Qualified students may promoted to these positions by their supervisors after demonstrating success in other positions within the department they work for.

**SWIM INSTRUCTOR**
Campus Availability: New Brunswick – Multiple Locations
**Work Schedule:** Flexible
Swim Instructors teach learn-to-swim lessons to enrolled patrons. They must actively maintain a log of each student’s attendance and a lesson plan of the stroke elements taught during the session. The instructor is also responsible for informing parents of their child’s progress during the course. American Red Cross Water Safety Instructor (WSI) certification and past experience working with children are required. Candidates with a certification comparable to the WSI certification or who have taught swim lessons previously may be considered. Employment is dependent upon passing a pre-requisite swim test.

**THEATER TICKET SALES ASSISTANT/PERFORMANCE USHER**
**Campus Availability:** New Brunswick - 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.

**TUTOR – LITERACY AND MATH (K-9TH GRADES)**
**Campus Availability:** New Brunswick Area
**Work Schedule:** Varies by location
Tutors may work in local school districts, libraries and in the Future Scholars Program. Duties will include assisting children with their classwork and homework. This takes place during school hours or after classes in designated tutoring areas. Tutors should have experience working with children, though this is not a prerequisite. In addition, tutors must go through a fingerprinting and background check procedure to ensure they are eligible to work in the schools.

**UNDERGRADUATE RESEARCH ASSISTANT**
**Campus Availability:** All New Brunswick 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.

**WEBSITE TECHNICIAN/MAINTENANCE/DESIGN**
**Campus Availability:** All New Brunswick Campuses
**Work Schedule:** Varies by Department
This position is responsible for assisting web developers with maintaining and updating content on departmental websites. Job duties involve formatting, copying and entering content into content management systems, responding to requests for content editing assistance, and attending and assisting with workshops/training sessions. Other tasks may include graphic design/editing, implementation of social media strategy, and blog management/development.