Applying for Off-Campus Community Services Jobs

- Contact the agency you are interested in to schedule a job interview.
- Once you have been offered the job, contact the Student Employment Office and provide the name of the interviewer and the agency name.
- You must receive authorization from the Student Employment Office before you start working.

CHABAD HOUSE (8848), New Brunswick, NJ
Contact – Rabbi Shaya Shagalow at shayashagalow@gmail.com or 718-730-4815
Student Assistant $10.50/hr – Will assist in bookbinding of books. Must have experience with tools, and be able to read in both English and Hebrew. Training will be provided.

Contact – Rabbi Shaya Shagalow at shayashagalow@gmail.com or 718-730-4815
ID Checker $10.50/hr – Monitor entrance to building and check ID (mainly at night).

Contact – Rabbi Shaya Shagalow at shayashagalow@gmail.com or 718-730-4815
Student Assistant - Writer $10.50/hr – Student writer to attend and cover various campus events with creative blurbs about events. Writing skills needed, as well as a basic understanding of Microsoft Word and picture editing.

Contact – Rabbi Shaya Shagalow at shayashagalow@gmail.com or 718-730-4815
Student Assistant $10.50/hr – Will welcome new students and families, provide orientation of facility and programs, check ID’s and do office work. Must have ability to type and do basic data entry. Knowledge of Microsoft Applications is preferred.

ELIJAH’S PROMISE (8838), New Brunswick, NJ
Contact – Jim Zullo at jim.zullo@elijahspromise.org or 732-545-9002
Website Technician $10.50/hr – Responsible for maintaining company’s website, web apps and other web-related content. Assists in expanding online and social media presence. Assists in designing, implementing and maintaining websites or database management systems.

HILLEL (8998), College Avenue Campus
Contact – Laurie Zinberg at laurie@rutgershillel.org or 732-545-2407
Office Assistant $10.50/hr – The office assistant will answer phones, perform data entry tasks and help with ongoing projects.

RARITAN VALLEY YMCA (8810), East Brunswick, NJ
Contact – Gina Stravic at gstravic@raritanvalleyymca.org or 732-257-4114
Classroom Assistant/Elementary and Nursery School $10.50/hr – (JOB LOCATION IS IN THE MIDDLESEX COUNTY COURTHOUSE IN NEW BRUNSWICK) – Duties include lead/assist with group activities. Hours available are weekday mornings from 8:30 am to 12:30 pm or 1:30 pm to 4:30 pm. Spanish is helpful.

Contact – Gina Stravic at gstravic@raritanvalleyymca.org or 732-257-4114
Classroom Assistant/Elementary and Nursery School $10.50/hr – Duties include lead/assist with group activities. Hours are flexible, with shifts between 7:00 am and 7:00 pm.

Contact – Gina Stravic at gstravic@raritanvalleyymca.org or 732-257-4114
Fitness Instructor/Sports Coach $10.50/hr – Assist students with improving their sports and fitness skills. Communicate with parents on child fitness progress. Manage risk with good safety practices and control.

Contact – Gina Stravic at gstravic@raritanvalleyymca.org or 732-257-4114
Office Assistant $10.50/hr – Will greet and provide organization information. Computer skills, experience with Microsoft Office and Excel.

RARITAN VALLEY YMCA - TUTORING (8951), East Brunswick, NJ
Contact – Gina Stravic at gstravic@raritanvalleyymca.org or 732-257-4114
Tutor $10.50/hr – Tutor 1-3 children on a regularly-scheduled basis, properly supervise children in assigned activities, and communicate with parents. Experience with children is helpful.

RUTGERS LIVINGSTON DAY CARE CENTER (8856), Piscataway, NJ
Contact – Cheryl Devine at cheryl@rldcc.org / Sue Lincoln at sue@rldcc.org or 732-445-4747
Classroom Assistant – Elementary and Nursery School $10.50/hr – Assist classroom teachers with preschool children. Some light housekeeping and/or clerical work may be required. Previous experience with preschool children is preferred.
THE SALVATION ARMY (8849), Camden, NJ
Contact—Heather Bialy at Heather.Bialy@US.E.SalvationArmy.Org or 856-379-4863
Office Assistant $10.50/hr—Greeting public and members, escorting guests into facility, and providing basic administrative support.

Contact—Heather Bialy at Heather.Bialy@US.E.SalvationArmy.Org or 856-379-4863
Bookkeeping/Accounting Clerk $10.50/hr—Record financial data, checking figures for accuracy. Operating computer programs to record and analyze information.

Contact—Heather Bialy at Heather.Bialy@US.E.SalvationArmy.Org or 856-379-4863
Student Assistant $10.50/hr—Greeting guests and explaining library policies and procedures. Shelving and organizing books. Opening and closing responsibilities.

Contact—Heather Bialy at Heather.Bialy@US.E.SalvationArmy.Org or 856-379-4863
Computer Lab Assistant $10.50/hr—Greeting new arrivals to the lab and explaining facility rules. Monitoring users of the computer lab, to ensure proper use of systems. Maintaining lab and reporting faulty equipment.

Contact—Heather Bialy at Heather.Bialy@US.E.SalvationArmy.Org or 856-379-4863
Fitness Assistant $10.50/hr—Greeting new arrivals to activities, explaining facility rules and encouraging participation. Enforcing rules to ensure safety. Assisting in care of facility and equipment.

SAINT PETER’S UNIVERSITY HOSPITAL (8902), New Brunswick, NJ
Contact—Jillian Garcia at jgarcia@saintpetersuh.com or 732-745-8514
Student Assistant (Community Mobile Health) $10.50/hr—Duties include data entry, filing, and answering phones. Assisting with event planning. Registration at events within the community. May interact with visitors to the department.

Contact—Jillian Garcia at jgarcia@saintpetersuh.com or 732-745-8514
Student Assistant (Medical Staffing Department) $10.50/hr—Duties include data entry, filing, phones, and auditing files. May interact with visitors to the department, including physicians and other employees. Providing great customer service.

Contact—Jillian Garcia at jgarcia@saintpetersuh.com or 732-745-8514
Student Assistant (Infection Control) $10.50/hr—Assist with departmental activities, provide customer service (in person and on the telephone). Follow through on tasks under direction of manager or designee. Review of daily logs, faxing and filing.

Contact—Jillian Garcia at jgarcia@saintpetersuh.com or 732-745-8514
Student Assistant (Patient Transport Aide) $10.50/hr—Will assist in transporting patients to and from specific areas with in the hospital or for discharge. Represent the hospital in a positive way and provide exceptional customer service to patients and families.

Revised 10/16/15