

## FEDERAL WORK-STUDY JOB LISTING: RUTGERS-NEWARK

### On-Campus Positions

#### Required Skills Code

- 1- Basic/Intermediate Computer Skills (word processing, spreadsheets, data entry)
- 2- Advanced Computer Skills (web design, database management)
- 3- Science Laboratory Skills
- 4- Research Skills
- 5- Good Physical Health: Walking and/or moderate lifting may be required

*Note:* although not listed as a requirement by some departments, basic typing skills are preferred.

Department	Position(s)	Location	Required Skills
Academic Foundations Center	Office Assistant	133 Bradley	
Admissions	Customer Service Rep. Scarlet Ambassador	100 Blumenthal	1
Alumni Relations	Office Assistant	231 Smith	1, 5
Biological Sciences	Clerical/Receptionist Laboratory Assistant Research Assistant	135 Smith Boyden (Various Locations)	1, 3 3
Campus and Community Relations, Office of (OCCR)	Office Assistant Campus Info. Representative Technical Assistant	203 Robeson	1, 2
Career Development Center	Office Assistant Office Aide II	313 Hill	1
Chemistry	Office Clerk	232 Olsen	1
Classical & Modern Languages	General Office Assistant	430 Conklin	1
College of Nursing	FWS Assistant	102 Ackerson	1
College of Nursing (EOF)	Office Assistant	239 Conklin	1
Communications, Office of	Administrative Assistant	210 Blumenthal	5
Cornwall Center for Metropolitan Studies	Office Assistant	47 Bleeker Street	1
Criminal Justice, School of	Student Office Assistant	568 Center for Law & Justice	
Dana Library	Library Assistant	117 John Cotton Dana Library	1
Dean of Student Affairs	Office Assistant	312 Hill	1
Economics	Student Assistant	803 Hill	1
English	Office Assistant	504 Hill	
FASN Office of the Dean	Student Assistant	325 Hill	1
Financial Aid	Office Assistant	302 Blumenthal	1
Global Change and Governance	Asst to Dept Administrator	510 Center for Law & Justice	2, 4
Graduate School—Newark	Student Assistant	Hill	1
Health Promotion	Health Education Assistant	101 Blumenthal	
History & African-American Studies	Student Assistant	323 Conklin	
Honors College	Student Assistant	236 Smith	1

Housing & Residence Life	Office Assistant	102 Woodward	1
Human Resources	Student Assistant	202 Blumenthal	
Institute on Ethnicity, Culture & the Modern Experience	Program Assistant Research Assistant	337 Conklin	2
Intercollegiate Athletics—Newark	Clerical/Office Assistant Team/Equipment Manager	Golden Dome Athletic Center	1 5
International Student Studies, Office of	Student Assistant	120 Conklin	1
Jazz Studies, Institute of	Office Assistant Library Assistant	444 Dana Library	1 2, 4
Law Library	Reference/Circulation Asst Web Assistant	Center for Law & Justice	1 2, 4
Law School—Newark	Office Assistant Research Assistant	Center for Law & Justice	1, 4
Math and Computer Science	FWS Assistant	216 Smith	1
Neuroscience (CMBN)	Office Assistant	104 Aidekman	
Physical Plant	Office/Clerical	85 University Ave.	5
Physics	Office Assistant	211 Smith	1
Political Science	Student Assistant	717 Hill	1
Postal Operations (Newark)	Clerk/Sorter	Bradley (Lower Level)	1
Program in American Language Studies (PALS)	Office Assistant Computer Lab Assistant	152 Conklin	1
Provost Office	FWS Assistant	Law Building	1
Psychology	Student Assistant	301 Smith	1
Public Administration	Student Assistant	701 Hill	
Public Safety	Community Service Officer	Contact: Jimmy Rivera, 973-353-1818	1, 5
Registrar	Student Assistant II	309 Blumenthal	
Research Office	Clerical/Data Entry	206 Blumenthal	1
Robeson Art Gallery	Gallery Assistant	Robeson Art Gallery	1
Robeson Campus Center	Office Worker	219 Robeson	1
Rutgers Business School: Graduate Admissions	Student Assistant	1 Washington Park, Room 124C	
Rutgers Business School	Office/Admin Assistant	1 Washington Park	1
Rutgers Learning Center	Office Assistant	140 Bradley	1
Rutgers-Newark Small Business Development Center (SBDC)	Office Assistant	43 Bleeker Street	1
Social Work	Student Clerical Assistant	416 Hill	
Sociology & Anthropology	Clerical	603 Hill	
Student Life and Leadership	General Office Worker	203 Robeson	2
Telephone Services	Office Assistant	85 University Avenue	1
Urban Education	Office Assistant	154 Bradley	1
Visual and Performing Arts	Resource Center Specialist	Bradley Hall	2
Writing Program/Writing Center	Student Assistant Tutors (Rutgers Courses)	126/137 Conklin Hall	1

## Off-Campus Community Service Positions

Employment opportunities exist in community service environments. Such paid positions provide an opportunity for students to earn money and do meaningful work that will improve the quality of life for community residents.

### America Reads / America Counts Program

*Reading, Math Tutors* - Under the direct supervision of the Office of Campus and Community Relations, America Reads Tutors are responsible for conducting tutoring activities with elementary school children, from kindergarten to third grade. This includes one-to-one and group tutoring relative to the curriculum in place, and the objectives of the agency in charge.

*Contact* – Ivette Ortiz-Beaumont (973) 353-1630.

For a list of other off-campus community service positions (Newark region and statewide), go to <http://studentwork.rutgers.edu/08-09/offcomserv.htm> or contact the Office of Financial Aid.

If you are interested and have been awarded FWS, contact the site supervisor for an interview. If the agency agrees to hire you, contact the Office of Financial Aid to finalize your job assignment. **(Off-campus employees must complete their payroll forms in OFA.)**

**Contact Information:**            **Office of Financial Aid**  
   **Rutgers University—Newark**  
   **249 University Avenue**  
   **Blumenthal Hall**  
   **Newark, NJ 07102**  
   **Office Hours: 8:30 am - 4:30 pm, Monday - Friday**  
**Phone:**                    **973-353-5151**  
**Fax:**                        **973-353-5057**

**Websites: Financial Aid**                    <http://studentaid.rutgers.edu>  
**Student Employment**                    <http://studentwork.rutgers.edu>