

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 |
| Counseling Center | Student Assistant | 101 Blumenthal | 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 | 219 Blumenthal | |
| History & African-American Studies | Student Assistant | 323 Conklin | |

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| 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/10-11/OFFcampuscomserv.pdf> 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>