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 $9/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 $9/hr – Monitor entrance to building and check ID (mainly at night).

Contact – Rabbi Shaya Shagalow at shayashagalow@gmail.com or 718-730-4815
Writer $9/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
Intake Interviewer $9/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.

COMMUNITY HEALTH LAW PROJECT (8830), South Orange, NJ
Contact – Ellen Catanese at ecatanese@drnj.org or 609-292-9742
Clinical Office Worker – Graduate Student (Social Work) or Intake Interviewer $11/hr – Conducts intake interviews, investigates complaints, conducts research, advocates and negotiates. Assists with outreach and training activities.

Clinical Office Worker – Graduate Student (Law) $11/hr – Conducts legal research and writing, interviews and investigates complaints, assists in development of litigation. Must have experience with Microsoft Office and Westlaw.

ELIJAH’S PROMISE (8838), New Brunswick, NJ
Contact – Tony Nunno at tnnunno@elijahspromise.net or 732-545-9002 x117
Student Assistant $9/hr – Conducts recruitment, scheduling and orientation of volunteer groups and individuals. Supervises volunteer groups. Manages website, and presents to community groups. Manages volunteer schedules, and volunteer database. Assist with planning of annual volunteer appreciation event. Assist in collecting donations of food and supplies.

GREATER NEWARK CONSERVANCY (8917), Newark, NJ
Contact – Sabrinha Lindsey at smlindsey@citybloom.org or 973-642-4646 x21
Classroom Assistant $9/hr – Assists with teaching garden-based environmental and nutritional education programs, and in curriculum development, and data processing, as well as with office work and care of animals/insects. Assist in outreach, and with department events. Must enjoy working with children; bilingual a plus. Environmental Science or Education major preferred.

HILLEL (8998), College Avenue Campus
Contact – Laurie Zinberg at lauries@rutgershillel.org or 732-545-2407
Office Assistant $9/hr – The office assistant will answer phones, perform data entry tasks and help with ongoing projects.

PUERTO RICAN ACTION BOARD (PRAB) / NEW BRUNSWICK BIKE EXCHANGE (NBBE) (8813), New Brunswick, NJ
Contact – Aimee Jefferson at aimeejefferson@gmail.com or 952-797-4735
Building Supervisor $9/hr—Manages shop and coordinates volunteer activities. Will repair bicycles. Spanish language skills preferred.
RARITAN VALLEY YMCA (8810), East Brunswick, NJ
Contact – Gina Stravic at gstravic@raritanvalleyymca.org or 732-257-4114
Classroom Assistant/Elementary and Nursery School $9/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 $9/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 $9/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 $9/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 $9/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 – 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@USE.SalvationArmy.Org or 856-379-4863
Office Assistant $9/hr—Greeting public and members, escorting guests into facility, and providing basic administrative support.