

On Campus Federal Work Study

Department and Job Descriptions

Academic Advising

Contact: *Brittany Jenniss* *CC-242* *(609) 652-4504* Brittany.Jenniss@stockton.edu

Job Title: Student Assistant

Duties include general office work, such as filing, answering phone calls, copying, scanning, and mailings. Employees will also be responsible for managing the flow of students and visitors in and out of the office and directing to other appropriate persons or departments as needed.

Accounts Payable

Contact: *Karen Lutgen* *N-126* *(609) 652-4745* Karen.Lutgen@stockton.edu

Job Title: Student Worker

General office work such as filing, mailing, typing, answering phones, copying and special projects.

Administration & Finance

Contact: *Sharon Kalani* *N-Wing* *(609) 652-4783* Sharon.Kalani@stockton.edu

Job Title: Student Worker

General clerical office work such as filing, copying, picking up mail, creating labels, and assisting with special projects as needed.

Admissions

Contact: *Linda Deman* *CC-101* *(609) 652-4835* Linda.Deman@stockton.edu

Job Title: Office Aide

Assist zone secretaries as needed and on occasion may be responsible to help with receptionist coverage. Responsible for scanning applicant files into the Banner system. Organizing and filing of applicants records for sending to storage warehouse. Assist Office Manager and Assistant Directors as needed. Other duties as assigned.

Arts & Humanities

Contact:	<i>Marieann Bannan</i>	<i>K-150J</i>	<i>(609) 652-4889</i>	Marieann.Bannan@stockton.edu
	<i>David Goldmann</i>	<i>AS-135</i>	<i>(609) 652-4860</i>	David.Goldmann@stockton.edu
	<i>Denise McGarvey</i>	<i>L-Wing/Gallery</i>	<i>(609) 652-4566</i>	Denise.McGarvey@stockton.edu
	<i>Candance O'Shea</i>	<i>E-031</i>	<i>(609) 652-4814</i>	Candace.OShea@stockton.edu
	<i>Deanna Tumas</i>	<i>K-150G</i>	<i>(609) 652-4506</i>	Tumasd@stockton.edu
	<i>Joe'l Ludovich</i>	<i>K-111</i>	<i>(609) 626-3474</i>	Joe'l.Ludovich@stockton.edu

Job Title: Graphic Design Assistant

Monitoring graphic design and computer graphic studios, checking supplies, cleaning and assisting students.

Job Title: Color Darkroom Monitor

Duties include monitoring darkroom and equipment for use by other students. Also required to mix photographic chemicals and maintain processing equipment. Right to Know Training required.

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Job Title: Art Studio Assistant

Duties include monitoring studios in the Arts and Science Building, cleaning up after other students, while maintaining OSHA standards. Right to Know Training Required.

Job Title: Art Gallery Monitor: Art Gallery Monitor

Duties include security, keep light records, help install art exhibitions, provide information to visitors, answer phones, general assistance to exhibition coordinator. Must be on time and dependable, service oriented, able to use a computer, have professional phone skills. Must be able to handle common hand tools, climb 10' ladder, lift and move up to 50lbs. Must be able to work on own.

Job Title: Office Assistant

Student should have good telephone and computer skills, work well with public and fellow employees, be organized, and have the ability to work alone. Duties include promoting ARHU and PAC events in Campus Center, which includes computerized ticketing services; word processing, photocopying; picking up/sorting mail; assisting with volume mailing projects; running errands; and related office duties as assigned.

Job Title: Mac Lab Assistant

Opening or closing computer lab, monitoring usage of lab equipment, signing COMM media equipment in/out to COMM students for classwork/projects, Inventory and list all cables and parts of media when signing in and out equipment, report to supervisor any technical problems. Knowledge of Apple computers and basic Apple software, general knowledge of cameras, audio recorders, microphones, and cables. Knowledge of video editing Final Cut Pro or Adobe Premier or for audio editing, Pro Tools. Knowledge of Television Studio Equipment.

Job Title: Theater Technicians

Duties include theatrical scenery and/or costume construction or preparation; maintenance of inventories and organization of science shop and/or costume shop; assist in loans-ins and strikes.

Job Title: WLFR Radio Station

Answering phones, taking messages, giving tours of the station, working on music library. Good communication skills a must.

Athletics and Recreation

Contact:	Dave Amoriello	MRC-303	(609) 652-4980	David.Amoriello@stockton.edu
	Christine Morison	MRC-303	(609) 652-4218	Christine.Morison@stockton.edu
	Toni Petrilli	MRC-303	(609) 652-4472	Toni.Petrilli@stockton.edu

Job Title: Morning Facility Staff (6:30-3:30)

Front Desk

Weight Room Attendant

Gym/Arena Attendant

Job Title: Office Assistant (9:00-5:00)

Answering phone calls, filing, receiving & distributing mail, data entry. Basic computer skills are required. Must be familiar with Word, Excel, and Office procedures.

Job Title: Evening & Weekends Staff (after 3:30p.m and Saturday & Sunday)

Front desk, Weight Room Attendant, Gym/Arena Attendant

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Department and Job Descriptions

Job Title: Event Staff

Cover track meets, work 80% home athletic contest, cover post season events, cover concerts, scoreboard operator, video operator, game personnel, ticket taker, security

Bursar's

Contact: *Mimi Milazzo* *CC-202* *(609) 652-4603* Mimi.Milazzo@stockton.edu

Job Title: Office Aide

Assist with filing, answering phones, copying and assisting employees. Basic computer skills are necessary. Customer service friendly.

Campus Police

Contact: *Linda Shea* *Bldg 71* *(609) 652-4378* Linda.Shea@stockton.edu
Dahlia Spataro *Bldg 71* *(609) 652-4379* Dahlia.Spataro@stockton.edu

Job Title: Office Aide

Position will assist the secretarial and support staff in the police department. Duties will include but not be limited to general office duties, such as, filing, answering phones and taking messages in an accurate and professional manner. Must have basic computer skills.

Job Title: Public Safety Aide (C.O.P.S. Community Oriented Patrols for Students)

This position is a student patrol program to provide undergraduate students the opportunity to work with the Campus Police Department so they better understand the functions, responsibilities and duties of the department and a law enforcement officer. Shifts and schedules will vary depending upon availability and departmental needs. Assignments are the responsibility of the C.O.P.S program coordinator. There are qualifications that must be met to work in this position. A few of those qualifications are you **must be** at least 18 years of age, preferred to have Special Law Enforcement Class I or Class II Certification and must be currently enrolled in the University Criminal Justice or related program. Please contact the Police Department for **ALL the qualifications** needed to be met to work in this position.

CARE Program

Contact: *Shawn Cooper* *F-107* *(609) 626-3585* Shawn.Cooper@stockton.edu

Job Title: Office Worker

General office work, special projects, coordinate workshops. Must be proficient in MS Office Suite. GPA requirement 2.75 and above.

Career Center

Contact: *Patti Williamson* *CC-104* *(609) 626-6814* Patti.Williamson@stockton.edu

Job Title: Office Assistant

Assist in general operations of the career center. Basic Computer skills are necessary.

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Department and Job Descriptions

Dean of Students

Contact: *Monica Viani* *CC-243* *(609) 652-4645* Monica.Viani@stockton.edu

Job Title: Office Assistant

Assist in the general operation of the office by greeting visitors, directing them to the appropriate staff, directing incoming calls and carry out general office support.

Development and Alumni Affairs

Contact: *Cynthia Crager* *K-208* *(609) 626-3658* Cindy.Crager@stockton.edu
Jessica Kowal *K-215* *(609) 626-3564* Jessica.Kowal@stockton.edu
Kelly Morris *K-212* *(609) 626-3485* Kelly.Morris@stockton.edu
Nikki Strothers *K-211* *(609) 652-4658* Nikki.Strothers@stockton.edu

Job Title: Student Assistant

Assist the Advancement Office with annual giving initiatives, alumni affairs engagement initiatives, daily office operations and special projects. Responsibilities include but are not limited to; data entry, prospect research, overall office event preparation, and miscellaneous projects. Knowledge of MS Office Suite and familiarity with database systems a plus. Ability to maintain confidentiality and to interact professionally in person.

EOF Office

Contact: *Deborah Joseph* *F-109* *(609) 652-4647* Deborah.Joseph@stockton.edu

Job Title: Clerical/ Office Aide

Assisting with clerical and office duty tasks within the office of Student Services. Involves working in an office of high student volume. Professional, flexible with excellent telephone skills.

Event Services- Campus Center Operations

Contact: *Maria Gallo* *CC-241* *(609) 652-4696* Marie.Gallo@stockton.edu
Lauren Rizzo-Heiler *CC-241* *(609) 652-4878* Lauren.Rizzo-Heiler@stockton.edu

Job Title: Student Assistant

General office duties including filing, answering phones, pick up & deliver mail, onsite assistance at events. Basic computer knowledge and office experience required. Must be in good academic standing with a 2.0 GPA

Job Title: Operations Assistant

Supervise game room operations, provide on-site facility management for Campus Center, serve as team member for Office of Event Services and Campus Center Operations, provide exemplary customer service via in person, phone calls and e-mail.

External Affairs

Contact: *Eileen Tizol* *L-212* *(609) 652-4437* Eileen.Tizol@stockton.edu

Job Title: Student Assistant

Assisting in general office operations. Answering phones, scanning, copying and other duties as assigned. Good communication skills, ability to work with others. Computer skills essential.

On Campus Federal Work Study

Department and Job Descriptions

Financial Aid Office

Contact: *Jenifer Robin* *CC-201* *(609) 652-4826* Jenifer.Robin@stockton.edu

Job Title: Office Aide I

Assisting the Clerical Staff and Asst. Directors in a professional manner. Dependable, basic computer skills, general office skills.

Job Title: Office Aide II

Assisting the Clerical Staff and Asst. Directors in a professional manner. Dependable, basic computer skills, general office skills.

Free-to-Be Day Care Center

Contact: *Leah Henderson* *Bldg. 6* *(609) 652-4572* Leah.Henderson@stockton.edu
 Elyse Smith *Bldg. 6* *(609) 652-4572* Elyse.Smith@stockton.edu

Job Title: Teacher's Aide I

Duties include working under the supervision of a teacher, working with young children and helping maintenance of keeping the center clean.

General Studies/Tutoring Center

Contact: *Dale Howell* *J-102* *(609) 652-4481* Dale.Howell@stockton.edu
 Lauren Rivera *J-105* *(609) 652-4441* Lauren.Rivera@stockton.edu
 Kathleen Denice *J-105* *(609) 652-4440* Kathleen.Denice@stockton.edu

Job Title: Office Aide

Assisting students with general questions. The student will assist in clerical duties such as answering the phone, typing, photocopying, mailings and other duties as necessary.

Job Title: Math/Science Tutor

Tutor students in the Math/Science Center in a variety of levels of mathematics, natural science, computer science, economics, and/or business. Student must possess excellent math and/or science skills. Attendance at biweekly tutor training meeting is required.

Job Title: Writing Tutor

Tutor students in the areas of writing, reading, and study skills. Also, assists in the development of materials for student's use. The student should have superior writing skills, must complete writing tutor practicum, and attend tutor training meetings.

Graphics

Contact: *Sheryl Allen* *E-104* *(609) 652-4285* Sheryl.Allen@stockton.edu
 Julie Bowen *E-014* *(609) 652-4906* Julie.Bowen@stockton.edu

Job Title: Graphics Assistant

Assisting the graphic's staff in production of college printed materials and publications.

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Department and Job Descriptions

Job Title: Graphics Receptionist/Secretary

Acts as a receptionist for the Graphic's Department. Also, performs general secretarial duties as assigned.

Health Services

Contact: *Luanne Anton* *WQ-108B* *(609) 626-6088* Luanne.Anton@stockton.edu

Human Resources

Contact: *Karen Tierney* *J-115* *(609) 652-4255* Karen.Tierney@stockton.edu
 Tristan Stoltzfus *J-115* *(609) 652-5822* Tristan.Stoltzfus@stockton.edu

Job Title: Receptionist/Office Assistant

Duties include answering phones, taking messages, and assisting clerical staff with office duties.

Information Technology Services

Contact: *Shari Goldberg* *D-127* *(609) 652-4335* Shari.Goldberg@stockton.edu
 JoAnn Kocher *D-121* *(609) 652-4575* JoAnn.Kocher@stockton.edu

Job Title: Office Assistant

Answering phone calls, filing, receiving and distributing mail, data entry and assist students with their computer accounts. Basic computer skills are required. Must be familiar with Excel and Office Procedures.

Job Title: Computer Lab Assistant

Responsible for supporting computer users on all hardware/software problems they may have while using the computers in the college's Academic computing facility. Help answer phone calls and provide one on one training for students, faculty and staff on the use of the academic computing facilities.

Kramer Hall-Hammonton

Contact: *Christina Birchler* *Kramer Hall 313* *(609) 626-3835* Christina.Birchler@stockton.edu

Job Title: Student Worker

Student will assist professional staff members with the operation of Kramer Hall-Hammonton. Student should have strong communication skills in the following areas: customer service, telephone and computer software application. Student must have the ability to work well with diverse users of the site including students, faculty, guests and members of the public as well as fellow employees. Student must be willing to work evenings and weekends. Prior office experience is helpful. Responsibilities will include: answering phones, assisting with marketing efforts, sorting and distributing mail, event support and other duties as assigned. The student must maintain a 3.0 GPA; possess Microsoft Office skills and general computer skills. **Please note that transportation will not be provided.**

Levenson Institute of Gaming Hospitality & Tourism Research

Contact: *Diana Allen* *Carnegie Library* *(609) 626-3893* Diana.Allen@stockton.edu

Job Title: Student Worker

Assist the director with typing, database management, and other office duties such as filing, typing, and copying. Student should have familiarity with Microsoft word, excel, and some typing skills.

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Department and Job Descriptions

Library

Contact: *Emma Picorale* *E-114D* (609) 652-4352 Emma.Picorale@stockton.edu

Job Title: Student Assistant / Periodicals

Assisting with periodical department projects as assigned. Simple routine maintenance of microfilm and microfiche collection is included. The student should have basic computer skills and preferred typing skills (not required).

Job Title: Circulation

Providing customer service at the circulation desk; charging, discharging, and renewing library materials; updating library patron information; organizing library material for re-shelving; and other clerical duties as needed.

Job Title: Documents Aide

Duties include staffing office, answering the telephone, taking messages, occasional word processing, arranging library material in numerical and alphabetical order, shelving material and performing individual duties as assigned by the supervisor.

Mail Room

Contact: *Dawn Ireland* *F-025* (609) 652-4577 Dawn.Ireland@stockton.edu

Job Title: Student Worker

Sorting, distributing, and metering of college mail.

Manahawkin Instructional Site

Contact: *Nicole Heinrich* *Manahawkin* (609) 626-3886 Nicole.Heinrich@stockton.edu

Job Title: Student Worker

Student will assist professional staff members with the operation of the Manahawkin Instructional Site. Student should have strong communication skills in the following areas: customer service, telephone and computer software applications. Student must have the ability to work with diverse users of the site including students, faculty, guests and members of the public as well as fellow employees. Student must be willing to work evenings and weekends. Prior office experience is helpful.

Responsibilities will include: answering phones, assisting with marketing efforts, preparing documents, sorting and distributing mail, event support and other duties as assigned. The student must maintain a 3.0 GPA; possess Microsoft Office skills and general computer skills. Please note that transportation will not be provided.

NAMS Administration & Lab

Contact: *Toni Hilsin* *F-001* (609) 652-4488 Toni.Hilsin@stockton.edu
 Cheryl Wilson *USC-240* (609) 652-4677 Cheryl.Wilson@stockton.edu

Job Title: Office Aide

Assisting secretarial staff with general office duties such as typing, answering phones, using the copy machine, preparing and distributing mail.

On Campus Federal Work Study

Department and Job Descriptions

Job Title: Chemical Prep Assistant

Assist in preparation of chemistry and biology labs.

Job Title: Animal Lab Aide

Assist in care of lab animals held at Stockton's Animal Labs.

Job Title: Greenhouse Student Worker

Help support the day-to-day operations of the NAMS Greenhouse.

Job Title: Physics Stockroom/ Laboratory set-up Aid

Assistance in setting up and breaking down Physics I and II Labs and lecture demonstrations.

Job Title: Science Lab Service Window Aid

Provide lab users with equipment and supplies needed to perform lab exercises as planned.

Office of Continuing Studies

Contact:	<i>Amy Beth Glass</i>	<i>F-101</i>	<i>(609) 652-4849</i>	AmyBeth.Glass@stockton.edu
	<i>Dawn Marshall</i>	<i>F-101</i>	<i>(609) 652-4227</i>	Dawn.Marshall@stockton.edu

Job Title: Student Office Assist

Assist with answering phones, mail distribution, filing, working with word and excel documents. Must be responsible, dependable and computer literate.

Office of Global Engagement

Contact:	<i>Natalja Manger</i>	<i>F-101p</i>	<i>(609) 626-3596</i>	Natalja.Manger@stockton.edu
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Job Title: Student Worker

Basic customer service and back office duties (e.g. filing, answering office phone, appointment maker, customer service). Experience in Microsoft Office is required.

Office of Residential Life-A-100/Lakeside

Contact:	<i>Agnes Merritt</i>	<i>A-100</i>	<i>(609) 652-4596</i>	Agnes.Merritt@stockton.edu
	<i>Brian Pluchino</i>	<i>82-4</i>	<i>(609) 652-4961</i>	Brian.Pluchino@stockton.edu

Job Title: Office Assistant

Duties include answering phone calls, delivering notices to apartment residents, processing work orders, signing out keys and other miscellaneous assignments given by professional staff.

Job Title: Residential Life Student Assistant

Student will be trained to assist with light troubleshooting on residential issues, answering phones, and coordinating successful connection of professional staff to students. Answer phone calls and take logs of students, parents, and other callers. Pass on pertinent information and calls to professional staff, utilize StarRez software to light troubleshoot issues that may arise, perform lock outs as needed, office coverage, assist with projects as they arise. Skills required: Customer Service oriented, knowledge of Microsoft Office, ability to learn new software.

On Campus Federal Work Study

Department and Job Descriptions

Office of Service Learning

Contact: *Erin O'Hanlon* *F-009* *(609) 652-4256* Erin.Ohanlon@stockton.edu
 Daniel Tome *F-009* *(609) 652-4256* Daniel.Tome@stockton.edu

Job Title: LAND Team Member (Logistics, Assessment, Networking and Development)

Duties include answering phones, data entry, filing, and general office work as assigned, plus light minion work. Have interest in changing the world. Community Service and volunteer interest, plus a passion for hot-button issues are always welcome. Creative communication and organizational skills a plus.

Job Title: American Democracy Project/Political Engagement Project (PEP) Student Liaison

Support for ADP/PEP Initiative activities. Promotion of and help with ADP/PEP events and activities. The recruitment of students and coordination of student participation and activities, maintenance of website (in coordination with faculty); social networking, research and technical support for PEP activities, participation in PEP meetings.

Job Title: Activist in Residence Student Leader

Works alongside the Activist in Residence to focus on social justice initiatives, including facilitating community engagement and supporting innovative projects on campus that are issued-based. All workers revered as colleagues.

Job Title: Strategic Communication Leader

Supports the office with social media strategies and brand development. Great opportunity for student studying marketing or public relations or communications. Must be comfortable with exposure to original and ingenious ideas.

Office of Student Rights and Responsibilities

Contact: *Shawn Cooper* *F-107* *(609) 626-3585* Shawn.Cooper@stockton.edu

Job Title: Student Worker

Assist in the general operations of the office. Answering the phone, taking messages, copying, scanning, working on special projects assigned by the OSRR staff, and date entry. Mandatory participation in the Campus Hearing Board.

Performing Arts Center

Contact: *Susan Wallace* *K-144* *(609) 652-4607* Susan.Zennario@stockton.edu

Job Assistant: Office Assistant

Assist in general office duties including answering the phones, photocopying, mail runs, errands and assisting with mailings. Student should have good Microsoft word and excel skills. Student should also have good phone skills.

Print Shop

Contact: *John Allen* *F-022* *(609) 652-4576* John.Allen@stockton.edu

Job Title: Print Shop Assistant

Duties include operating high speed phone copiers and related equipment. Student will prepare copied material for college.

On Campus Federal Work Study

Department and Job Descriptions

School of Business

Contact: Donna Hagen H-118 (609) 626-3571 Donna.Hagen@stockton.edu

Job Title: Student Assistant

The student assistant will serve as the office receptionist. Duties will include but are not limited to answering phones, copying, sorting and distributing the mail. Student should have some computer experience.

School of Education

Contact: Karin Kallert J-201 (609) 626-6883 Karin.Kallert@stockton.edu

Job Title: Student Worker

Assist in all aspects of office operation. Answering phones, typing, filing, photocopying, assist in mailing, and run errands.

School of Graduate Studies

Contact: Amy Beth Glass F-101 (609) 652-4849 AmyBeth.Glass@stockton.edu
Jessica Grullon F-101 (609) 652-4298 Jessica.Grullon@stockton.edu

Job Title: Student Office Assist

Assist with answering phones, mail distribution, filing, working with word and excel documents. Must be responsible, dependable and computer literate.

School of Health Sciences

Contact: Heather Watkins-Jones WQ-110 (609) 652-4928 Heather.Watkins@stockton.edu
Nikita Lively WQ-110 (609) 652-4864 Nikita.Lively@stockton.edu

Job Title: Student Office Aide

Assists with various office tasks (copying, mail pickup and delivery, basic research, running errands, etc.) Copy documents according to faculty member's instructions. Assist Dean, Assistant Dean and faculty with basic research on computer, answer telephone when asked; basis reception duties. Basic computer skills required.

School of Social and Behavioral Sciences (SOBL)

Contact: JoAnn Hulme H-201 (609) 652-4513 JoAnn.Hulme@stockton.edu

Job Title: Student Office Assistant/Receptionist

Primary role is assisting clerical staff/faculty in all aspects of office operation. Responsibilities include punctuality, greeting visitors/students with prompt and courteous service, confidentiality, answering phones, basic computer knowledge, photocopying, assisting with mail/print shop delivery and retrieval, running errands as needed, working on special projects for faculty/staff, and keeping work area clean and supplies filled on a daily basis.

On Campus Federal Work Study

Department and Job Descriptions

Student Development & Student Senate

Contact:	<i>Lauren Wilson</i>	<i>CC-240</i>	<i>(609) 652-4692</i>	Lauren.Wilson@stockton.edu
	<i>Renee Tolliver</i>	<i>CC-240</i>	<i>(609) 652-4206</i>	Renee.Tolliver@stockton.edu
	<i>Jeffrey Wakemen</i>	<i>CC-240</i>	<i>(609) 652-4986</i>	Jeffrey.Wakemen@stockton.edu

Job Title: Student Assistant

Answering telephones, typing, computer work, and other receptionist responsibilities. Student should have basic computer skills.

Job Title: Student Senate Office Manager

Record, update and distribute minutes for the full Senate meetings. Collect, review, retype committee meeting minutes. Create documents for Senate meetings, agenda and meetings booklets. Distribute minutes to Senate and administrators. Maintain general and complete Student Senate files, accessible to members of the Student Senate. Maintain inventory of all equipment, supplies, and related administrative items for the Student Senate. Answer the Student Senate phone and monitor the Senate email daily. Other secretarial duties as assigned by the Student Senate President or Vice President. Keep up-to-date lists of senator contact information. Candidate must be available Tuesdays and Thursdays 4:30-6:00pm. Be available to work 8-10 hours per week, preferably spread out Monday-Thursday. Exhibit Microsoft Word and Excel efficiency. Have strong communication skills both written and verbal. Be friendly and maintain a positive attitude towards the student senate, student population, faculty and administration.

Job Title: Office Assistant

General office work, special projects, & coordinate workshop. Proficient in MS Office Suite. GPA requirements 2.75 and above.

Student Records and Registration

Contact:	<i>Karen Diemer</i>	<i>CC-203</i>	<i>(609) 652-4235</i>	Karen.Diemer@stockton.edu
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Job Title: Office Assistant II

Filing, working in the front counter, working registration and orientation, taking ID photos, and data entry are some duties. Preferred data entry experience.

Veterans Affairs

Contact:	<i>Ashley Jones</i>	<i>F-109</i>	<i>(609) 652-4315</i>	Ashley.Jones@stockton.edu
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Job Title: Student Worker

Assist office in daily clerical operation, posting of information and other duties as needed.

Vice President for Student Affairs

Contact:	<i>Joe Sramaty</i>	<i>D-116</i>	<i>(609) 652-1776</i>	Joseph.Sramaty@stockton.edu
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Job Title: Student Assistant

Assist in the general operation of the office including greeting visitors, answering/directing incoming calls, photocopying, mail pick up and distribution, and completing project work for office staff. Student should have good computer knowledge, familiar with Microsoft office and internet; prior office experience is helpful.

On Campus Federal Work Study

Department and Job Descriptions

Wellness Center/Drug and Alcohol

Contact:	Nancy McGarigal	J-204	(609) 626-6841	Nancy.McGarigal@stockton.edu
	Michael Levin	J-204c	(609) 652-6840	Michael.Levin@stockton.edu
	Karen Matsinger	J-204d	(609) 652-4723	Karen.Matsinger@stockton.edu

Job Title: Student Assistant

Students will assist in promoting Drug and Alcohol awareness and work alongside the Drug and Alcohol Peer Educators, plan and organize special events, light clerical work. Greets clients, visitors, faculty and staff. Answering the telephone, copying notes, other duties as assigned. Ability to deal with a diverse population. Ability to maintain confidential information.

William J. Hughes Center

Contact:	John Froonjian	N-007	(609) 626-3626	John.Froonjian@stockton.edu
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Job Title: Student Worker

Assist in the administrative operation of the Hughes Center and other duties as needed

Job Title: Stockton Polling Institute Interviewer

Interviewers are needed to conduct public opinion and research surveys, mainly by telephone, for the Stockton Polling Institute. Interviewers will work for the William J. Hughes Center for Public Policy in the Office of External Affairs.

Interviewers will work together but independently at 30 call stations in a large room on the Stockton campus. This is not a telemarketing/sales or fund-raising job. The purpose of the phone interviews is to conduct research. The interviewers will work under the direction of supervisors. All institute staff report to the Hughes Center's research associate.

Interviewers must show up for work on time. They will conduct themselves professionally in phone interviews and must adhere to polling industry professional and ethical standards. Training will be provided. Expected to work efficiently, moving from one interview to the next with minimum down time or distraction.

No prior experience is required. Interviewers must be able to speak clearly and audibly in English. They must be able to read survey questions exactly as written and accurately record answers on a computer. Competencies in reading and computer skills are needed. Good interpersonal skills and a strong work ethic are pluses.

This position requires evening and weekend shifts of four to six hours. Work schedules will likely be irregular, with interviewers needed for days or weeks at a time followed by a break of two or more weeks with no polling activity.

Work study students whose financial aid runs out may be allowed to continue working at the Stockton Polling Institute under the Hughes Center budget.