MSU: New Jersey Child Welfare Training Partnership

Title: Graduate Student Worker

Location: Dickson Hall

Job Type: Part-Time

Job Description:

- Gain knowledge of department rules, regulations, policies, programs, functions, layout and personnel.
- Gain knowledge of the functions and responsibilities of the unit and of the approved methods of providing information to the public.
- Develop and maintain extensive Excel spreadsheets to facilitate project scheduling, fiscal budgeting and supply tracking. (Aptitude level = highly knowledgeable, i.e. Capable of creating and maintaining formulas).
- Assist in readying training material to include, yet not limited to, DVD copying and editing, manual production, evaluation documentation, inventory project supplies, etc.
- Interface with the State of New Jersey’s Learning Management system; posting and scheduling classes.
- Answers the telephone and gives information in person or over the telephone clearly, accurately and in accordance with department regulations and procedures.
- Performs varied clerical duties, including typing, filing when so required.
- Organize office files as needed.
- Photocopy documents as needed.
- Conduct or assist in research projects, as needed.
- Perform other tasks as assigned.

Qualifications:

- High proficiency in Microsoft Word and Microsoft PowerPoint.
- Familiar with burning DVD’s and maintaining training equipment.
- Possess the ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.
- Task-oriented.
- Capable of independent work, organized, and critical thinking.

Application Instructions:

Please submit a cover letter, with attached resume to: millicana@mail.montclair.edu

Please use the position reference # #04042016 in your cover letter. Describe your skills and why you would be a good candidate for this position.