NJ Department of the Treasury, Office of Human Resources

Title: Research and Conference Assistant

Location: University Hall, 3211

Job Type: Part-Time, On-campus federal work study

Days Needed: Mondays & Wednesdays, 1:00-6:00 p.m.

Job Description:
For the research assistant aspects of the position, the student will be transcribing interviews as part of a research project. For the conference assistant aspects of the position, the student will assist in planning and managing logistics of an international conference that will take place at Montclair State in June 2017.

Primary Responsibilities:

- Assist with managing logistics of conference and with tasks needed for an ongoing research project
- Answer emails
- Work with conference speakers and attendees
- Assist with design of conference program
- Transcribe interviews

Qualifications:
Student should have efficiency in typing and should be able to store and open audio files on their personal computer. Student should have good organizational skills and be dependable. Communication skills are also highly desired. This is a Federal Work Study Position.

Application Instructions:
Please send resume and three references to Dr. Amanda Baden at badena@montclair.edu. Please be sure that you qualify for a work study position before applying.