Title: Graduate Student Worker – Position Ref#07112016

Location: Robert D. McCormick Center for Child Advocacy & Policy
NJ Child Welfare Training Partnership Grant (NJCWTP)
Dickson Hall-301, Montclair, NJ 07043

Salary: $15.00 per hour for 20 hours weekly

Workweek: Monday – Friday
8:30am – 4:30pm

Position Ref#07112016

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

Job Description:

Under the direction of a supervisory Personnel the Graduate Student Worker will:

- 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 spread sheets to facilitate project scheduling, fiscal budgeting and supply tracking. (Aptitude level = highly knowledgeable, i.e. Capable of creating and maintaining formulas).
- Familiar with burning DVD’s and maintaining training equipment.
- High Proficiency in Microsoft Word and Microsoft Power Point.
- 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.
- Possess the ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.
- Organize office files as needed.
- Photocopy documents as needed.
- Conduct or assist in research projects, as needed.
- Perform other tasks as assigned.
- Task oriented.
- Capable of independent work, organized, and critical thinking.