



Mandela Washington Fellowship Student Program Assistant

Commitment:

June 10 to July 28;

20 - 30 hours/week;

Must be available for the duration of the program

Salary:

\$13/hour;

Summer housing is NOT provided

Qualifications:

- Excellent organizational and communication skills
- Must have the ability to multi-task and manage time effectively
- Team-oriented
- Open to a flexible work schedule, including some nights and weekends
- An outgoing nature and someone who can adapt to changes easily is strongly desired
- Experience working with those who have disabilities is helpful but not required
- Interest in International Relations, African Studies is desired but not necessary
- Knowledge of Rutgers-New Brunswick/Piscataway campuses and the greater New York City area
- Some local travel (transportation provided) is required for this position
- Must be able to carry and transport boxes, up to 40 pounds in weight

Description of Duties:

- Provide support to the Administrative Directors of the Mandela Washington Fellowship program
- Help program participants with their daily activities and needs
- Chaperone Fellows during scheduled events and field trips
- Assist with the check in and check out process
- Meet Fellows at area airports and escort them back to campus
- Put together informational materials and packets
- Make photocopies as necessary
- Communicate with Administrative Director about any problems
- Other duties as needed

Interested students should e-mail Greg Costalas at gcostas@global.rutgers.edu briefly explaining why you are interested in this job. A resume must be included as an attachment. Deadline to submit is Sunday, April 14.