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: Marieann Bannan  K-150J  (609) 652-4889  Marieann.Bannan@stockton.edu
David Goldmann  AS-135  (609) 652-4860  David.Goldmann@stockton.edu
Denise McGarvey  L-Wing/Gallery  (609) 652-4566  Denise.McGarvey@stockton.edu
Candance O'Shea  E-031  (609) 652-4814  Candace.OShea@stockton.edu
Deanna Tumas  K-150G  (609) 652-4506  Tumasd@stockton.edu
Joe’l Ludovich  K-111  (609) 626-3474  Joe1.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.
On Campus Federal Work Study
Department and Job Descriptions

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 dest, Weight Room Attendant, Gym/Arena Attendant
On Campus Federal Work Study
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 me 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.
On Campus Federal Work Study
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.
**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.
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.
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 will 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.
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: Amy Beth Glass  F-101  (609) 652-4849  AmyBeth.Glass@stockton.edu  
Dawn Marshall  F-101  (609) 652-4227  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: Natalja Manger  F-101p  (609) 626-3596  Natalja.Manger@stockton.edu

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: Agnes Merritt  A-100  (609) 652-4596  Agnes.Merritt@stockton.edu
Brian Pluchino  82-4  (609) 652-4961  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.
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 issue-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.
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.
Student Development & Student Senate

Contact: Lauren Wilson  CC-240  (609) 652-4692  Lauren.Wilson@stockton.edu
Renee Tolliver  CC-240  (609) 652-4206  Renee.Tolliver@stockton.edu
Jeffrey Wakemen  CC-240  (609) 652-4986  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: Karen Diemer  CC-203  (609) 652-4235  Karen.Diemer@stockton.edu

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: Ashley Jones  F-109  (609) 652-4315  Ashley.Jones@stockton.edu

Job Title: Student Worker
Assist office in daily clerical operation, posting of information and other duties as needed.

Vice President for Student Affairs

Contact: Joe Sramaty  D-116  (609) 652-1776  Joseph.Sramaty@stockton.edu

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

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.