Department: Building Services, Facilities Operations
Summer Transfer Position: Floor Cleaning Crew, Night

Schedule: June 10 through August 23, 2019
Hours: Shift is Sunday through Thursday, 11:00 p.m. to 7:00 a.m.

Overview:
Floor cleaning is a critical part of the care Building Services provides to the campus. Over the summer months, a small crew is being selected to learn floor-cleaning skills, with the intention that they will be able to use those skills throughout the year to augment the cleaning of the food service areas when necessary and deemed appropriate by management.

The members of this crew will be supervised and taught the skills to clean floors of myriad types. Skills include safety of work, technical specifications of operating a floor cleaning machine, knowledge of cleaning products, and the ability to manage the work space in an efficient and effective manner.

Qualifications:
• The ability to stand/walk eight hours/day
• The ability to lift 50 pounds at various times throughout the day
• The ability to follow verbal and written instructions
• Excellent customer service
• The ability to learn to use floor cleaning machines
• The ability to learn safe chemical handling practices
• Knowledge of the Princeton campus

This position must be self-motivated and inspired to drive to success, even in the face of ever-emerging demands from colleagues. The working environment for this position is demanding and the projects will always outpace the available time during the workday so priority setting -- from conversations with leadership as well as self-identified efficiencies - is paramount to success.
Department: Building Services, Facilities Operations
Summer Transfer Position: Logistics Helper

Schedule: June 10 through August 23, 2019
Hours: Work shift is from 7:00 a.m. to 3:30 p.m.

Duties:
• Assist with projects in the university’s warehouse including barcoding records, artifacts and storage items
• Drive various box style trucks on campus
• Clean equipment
• Other related duties as assigned.

Qualifications:
• Lift 100 pounds at various times throughout the day
• Stand or walk for 8 hours per day
• Valid NJ/PA driver’s license
• Follow verbal and written work orders in the English language
• Excellent customer service
• Knowledge of the Princeton campus
• Basic computing skills

Skills Gained:
• How to safely move furniture and rental equipment
• Drive various box style trucks on campus
• Obtain a better knowledge of the campus and the location of many departments
• Obtain fork lift certification
• Learn to drive 14-foot box trucks
• Learn the university’s record retention system
Department: Building Services, Facilities Operations  
Summer Transfer Position: Mover  

Schedule: June 10 through August 23, 2019  
Hours: Work shift is from 7:00 a.m. to 3:30 p.m.  

Duties:  
• Assist with projects in the university’s warehouse including barcoding records, artifacts and storage items  
• Drive various box style trucks on campus  
• Clean equipment  
• Other related duties as assigned.  

Qualifications:  
• Lift 100 pounds at various times throughout the day  
• Stand or walk for 8 hours per day  
• Valid NJ/PA driver’s license  
• Follow verbal and written work orders in the English language  
• Excellent customer service  
• Knowledge of the Princeton campus  
• Basic computing skills  

Skills Gained:  
• How to safely move furniture and rental equipment  
• Drive various box style trucks on campus  
• Obtain a better knowledge of the campus and the location of many departments  
• Obtain fork lift certification  
• Learn to drive 14-foot box trucks  
• Learn the university’s record retention system
Department: Building Services, Facilities Operations
Summer Transfer Position: Office Assistant

Schedule: June 10 through August 23, 2019
Hours: Shift is Monday through Friday, 8:00 a.m. to 4:30 p.m.

Overview:
The office environment offers an opportunity to contribute to the operations of the department in a way that is often unseen by the workers in Building Services. The work the office personnel do is based in a fast-paced administrative unit, handling incoming calls from customers, organizing the support programs for all Building Services staff (training sessions, uniform fittings and order sessions, and general scheduling of office events).

Duties:
• Provide telephone coverage for the departmental call center
• Data entry into Excel, Maximo
• Filing
• Provide assistance in the organizing of the Uniform Event that is held each summer to outfit all of our Building Services staff members
• Creating graphics for the Building Services dashboard using programs such as PowerPoint, InDesign, etc.

Qualifications:
• Computer knowledge of, or the aptitude and interest to learn, MS Windows, PowerPoint, Excel, Outlook and Maximo
• A professional appearance
• Ability to work in a team
• Ability to handle incoming calls from customers
• Excellent customer service
• Knowledge of the Princeton campus
• Follow verbal and written instructions

Preferred Qualifications and Competencies:
• Exhibits excellent customer service, teamwork, initiative, dependability and consistent quality of work
• Proficiency in Microsoft Office (Word, Excel and PowerPoint)

Skills Gained:
• Employee will learn multi-tasking, office protocols, teamwork
• Employee will learn data entry into Excel and Maximo
Department: Sanitation, Facilities Operations  
Summer Transfer Position: Sanitation Helper  

Schedule: June 10 through August 23, 2019  
Hours: Shift is Monday through Friday, 7:00 a.m. to 3:30 p.m.  

Overview:  
The Sanitation Crew in Building Services provides hauling and management of all waste, recycling and refuse on the Princeton campus. The Sanitation Helper works with a licensed sanitation equipment operator and learns the skills related to waste management.  

Duties:  
• Pick up refuse and recycling  
• Act as a safety person assisting the driver  
• Ability to learn how to operate the rear load mechanisms of the trash vehicles  
• Other related duties as assigned  

Qualifications:  
• A professional appearance  
• Follow verbal and written work orders in the English language  
• Learn to drive a sanitation scooter  
• Ability to work in a team  
• Applicants from campus dining must be 10-month employees  
• Applicant must be able to lift 100 pounds throughout the day  
• Excellent customer service  
• Knowledge of the Princeton campus  

Skills Gained:  
Employee will learn how to operate the rear load mechanisms of the trash vehicles and may be able to obtain a CDL with the help from coworkers; employee may be granted permission to operate the vehicles after passing the CDL exam.
Department: Facilities Engineering and Campus Energy
Summer Transfer Position: Cogeneration Plant Helper

Schedule: June 10 through August 23, 2019
Hours: Monday through Friday, 7:00 a.m. to 3:00 p.m.

Overview:
Light maintenance work and record keeping.

Duties:
Duties include but are not limited to:
• Paint and clean in all plant areas.
• Work in various energy plants on campus.
• Perform maintenance, such as packing valves and pipe fitting alongside a journeyman.
• Help with plant inventory.
• Wear safety equipment and adhere to all safety policies and regulations of the plants.
• Follow verbal and written work orders in the English language.
• Enter hours and notes in the Maximo system for work orders and PM’s.

Qualifications:
• Valid NJ/PA driver’s license.
• Able to lift 50 pounds.
• See and hear plant emergencies.
• Able to climb tall ladders, and have no height restrictions.
• Bend, kneel, and climb daily.
• Able to work in areas with light to heavy noise levels daily.
• Able to work around dangerous equipment daily.
• Able to work in all types of weather conditions and extreme temperatures.
• Teamwork, initiative, dependability, mechanical aptitude, and consistent quality work.
Department: Carpenter Shop, Facilities Operations
Summer Transfer Position: Carpenter’s Helper

Schedule: June 10 through August 23, 2019
Hours: Monday through Friday, 7:00 a.m. to 3:30 p.m. with opportunity for overtime

Overview:
Provide assistance in support of summer projects and campus renovations.

Duties:
• Material handling and delivery of materials to various sites
• Preparation and cleanup of work sites
• Set up and break down of events
• Other duties as assigned

Qualifications:
• Stand or walk up to 2 hours at one time for 6-8 hours per day;
• Sit for less than 2 hours during an 8 hour day;
• Operates a motor vehicle or heavy equipment (e.g., forklift, high reach, cherry picker) occasionally (less than 33% of the workday)
• Lift or carry up to 50 pounds frequently (34 – 66% of the workday) and up to 100 pounds occasionally (less than 33% of the workday);
• Lift up to 50 pounds in a range of motions from floor to overhead and up to 100 pounds to waist height;
• Use hands for simple grasping, pushing, or pulling frequently (34 – 66% of the workday);
• Bend, squat, kneel, lie down, crawl, kneel stand, dig, use hammer drills, push or pull with forces up to 100 pounds occasionally (up to 33% of the workday);
• Climb stairs and ladders, reach overhead, push or pull with forces up to 50 pounds frequently (34 – 66% of the workday);
• Work outdoors in a variety of temperatures and environmental conditions;
• Possess ability to work at heights, physical agility and full range of motion, and ability to maintain balance.
• Valid driver’s license

Skills Gained:
• Understanding of Carpenter Shop operations
• Understanding of safety procedures and an understanding of the need for cleanliness
• Learning the importance of proper tool selection and proper tool maintenance
• Value of working on a team
• Development of communication skills to assure work is successfully accomplished
• Opportunity to work with highly skilled carpenters.
Department: Electric/Elevator Shop, Facilities Operations
Summer Transfer Position: Shop Helper

Schedule: June 10 through August 23, 2019
Hours: Monday through Friday, 7:00 a.m. to 3:30 p.m. with opportunity for overtime

Overview:
Provide general assistance in support of summer projects and campus renovations including but not limited to working with mechanics in the electric/elevator shops and with GBM shops.

Duties:
• Assist with cleaning electrical rooms
• Assist with maintenance of campus electrical and elevator systems.

Qualifications:
• Valid driver's license
• Will be required to climb tall ladder and have no height restrictions
• Will be required to work around dangerous equipment daily
• Stand or walk up to 2 hours at one time for 6-8 hours per day;
• Lift or carry up to 50 pounds frequently (34 – 66% of the workday) and 75 pounds occasionally or seasonally (less than 33% of the workday);
• Lift up to 75 pounds to waist height and up to 35 pounds from floor to overhead:
• Occasionally push or pull with forces up to 75 pounds, squat, kneel, bend, lie down, crawl, kneel, stand, dig, or use hammer drills (less than 33% of the workday);
• Frequently push or pull with forces up to 35 pounds, climb stairs or ladders, reach overhead, or use hands for simple grasping or fine manipulation, (34 – 66% of the workday);
• Possess ability to work at heights, maintain balance, full range of body motions, and physical agility

Skills Gained:
• Basic understanding of electrical shop operations
• Opportunity of work with skilled electricians
• Value of working on a team
• Development of communication skills to assure work is successfully accomplished.
Department: Grounds, Facilities Operations
Summer Transfer Position: Grounds Helper

Schedule: June 10 through August 23, 2019
Hours: Monday through Friday, 6:00 a.m. to 2:30 p.m. with opportunity for overtime on weekends

Overview:
As part of the grounds crew, the helper will complete basic lawn and landscape work in support of the campus.

Duties:
- Mowing, pulling weeds and weed whacking
- Sweeping and blowing walkways
- Remove litter and debris
- Event setup and breakdown
- Other duties as assigned

Qualifications:
- Stand or walk 2 - 4 hours at one time, up to 8 hours per day;
- Sit for less than 2 hours during an 8 hour day
- Sits for 2-4 hours at one time, up to 8 hours per day;
- Lift or carry up to 50 pounds frequently (34 – 66% of the workday) and 100 pounds occasionally (less than 33% of the workday);
- Lift up to 100 pounds to shoulder height and up to 50 pounds in a range of motions from floor to overhead:
- Frequently use hands for simple grasping, fine manipulation, pushing or pulling (34 – 66% of the workday);
- Occasionally climb stairs or ladders, dig or pick, use jack hammer, crawl, lift overhead, lie down, kneel stand, push or pull with forces up to 100 pounds (less than 33% of the work day);
- Frequently bend, squat, kneel, reach overhead, push or pull with forces up to 50 pounds (34 – 66% of the work day);
- Work outdoors in a variety of temperatures and environmental conditions;
- Ability to work at heights, full range of body motions and physical agility, and ability to maintain balance.
- Valid driver’s license

Skills Gained:
- How to properly maintain grounds, general knowledge of grounds operations
- How to safely operate grounds equipment and safety regulations
- Value of working on a team
- Development of communication skills to assure work is successfully accomplished.
- Opportunity to learn about various plants, grasses, etc.
Department: HVAC Shop, Facilities Operations  
Summer Transfer Position: HVAC Helper

Schedule: June 10 through August 23, 2019  
Hours: Monday through Friday, 7:00 a.m. to 3:30 p.m. with opportunity for overtime

Overview:  
Provide HVAC mechanics in the installation, repair, and troubleshooting of campus air conditioning and HVAC systems.

Duties:  
• Change air filters  
• Clean mechanical rooms, condensers and fan motors  
• Assists mechanics with maintenance of air conditioning, heating and refrigeration systems  
• Other duties as assigned

Qualifications:  
• Stand or walk 2 - 4 hours at one time, up to 8 hours per day;  
• Sit for less than 2 hours during an 8 hour day;  
• Lift or carry up to 35 pounds in a range of motions from floor to overhead and up to 75 pounds to waist height occasionally (less than 33% of the workday);  
• Frequently use hands for simple grasping, fine manipulation, pushing or pulling (34 – 66% of the workday);  
• Occasionally lift overhead, crawl, lie down, push or pull with forces up to 75 pounds (less than 33% of the work day);  
• Frequently climb ladders or stairs, bend, squat, kneel, reach overhead, push or pull with forces up to 35 pounds (34 – 66% of the work day);  
• Work outdoors in a variety of temperatures and environmental conditions;  
• Ability to work at heights, full range of body motions and physical agility, and ability to maintain balance.  
• Valid driver’s license

Skills Gained:  
• Basic understanding of HVAC shop operations  
• Understanding of safety procedures and an understanding of the need for cleanliness  
• Value of working on a team  
• Development of communication skills to assure work is successfully accomplished.  
• Learn basic plumbing terminology and tools and development basic skills.
**Department:** Special Facilities, Facilities Operations  
**Summer Transfer Position:** Mechanical Helper

**Schedule:** June 10 through August 23, 2019  
**Hours:** Shift is Monday through Friday, 7:00 a.m. to 3:30 p.m. with opportunity for overtime

**Overview:**  
Assist Special Facilities mechanics in the installation, repair, and troubleshooting of building systems in the campus science and research facilities.

**Duties:**  
- Change air filters.  
- Clean mechanical rooms, condensers and fan motors.  
- Assists mechanics with maintenance of systems.  
- Other duties as assigned.

**Qualifications:**  
- Stand or walk 2-4 hours at one time, up to 8 hours per day  
- Sit for less than 2 hours during an 8 hour day  
- Lift or carry up to 35 pounds in a range of motions from floor to overhead and up to 75 pounds to waist height occasionally (less than 33% of workday)  
- Frequently use hands for simple grasping, fine manipulation, pushing or pulling (34-66% of the workday)  
- Occasionally lift overhead, crawl, lie down, push or pull with forces up to 75 pounds (less than 33% of the workday)  
- Frequently climb ladders or stairs, bend, squat, kneel, reach overhead, push or pull with forces up to 35 pounds (34-66% of the workday)  
- Work outdoors in a variety of temperatures and environmental conditions  
- Ability to work at heights, full range of body motions and physical agility, and ability to maintain balances  
- Valid driver’s license

**Skills Gained:**  
- Basic understanding of building systems.  
- Understanding of safety procedures and an understanding of the need for cleanliness.  
- Value of working on a team  
- Development of communication skills to assure work is successfully accomplished.  
- Learn basic maintenance terminology and tools and development basic skills.
Department: Paint Shop, Facilities Operations  
Summer Transfer Position: Painter's Helper

Schedule: June 10 through August 23, 2019  
Hours: Monday through Friday, 7:00 a.m. to 3:30 p.m.

Overview:  
Provide assistance in support of summer projects and campus renovations including but not limited to preparing rooms for painting jobs. Other related duties as assigned.

Duties:  
• Preparing locations for painting jobs, including but not limited to masking, base boards and chair rails, and moving furniture  
• Cleaning before and after painting job is complete  
• Moving workers and material to various job sites  
• Other related duties as assigned

Qualifications:  
• Stand or walk up to 2 hours at one time, up to 8 hours per day;  
• Sit for less than 2 hours during an 8 hour day;  
• Lift or carry up to 35 pounds frequently (34 – 66% of the workday) and 100 pounds occasionally (less than 33% of the workday);  
• Lift up to 100 pounds to waist height and up to 35 pounds in a range of motions from floor to overhead:  
• Frequently bend, squat, kneel, knee stand, lift overheard, reach overhead, push or pull with forces up to 35 pounds; (34 – 66% of the work day);  
• Valid driver's license

Skills Gained:  
• Basic understanding of paint shop operations  
• Opportunity of work with skilled painters  
• Value of working on a team  
• Development of communication skills to assure work is successfully accomplished.
Department: Plumbing Shop, Facilities Operations
Summer Transfer Position: Plumber's Helper

Schedule: June 10 through August 23, 2019
Hours: Monday through Friday, 7:00 a.m. to 3:30 p.m. with overtime required

Overview:
Provide assistance to plumbers in the installation, repair and maintenance of campus plumbing systems.

Duties:
• Assist with plumbing tasks and drain cleaning
• Will be required to assist with change out of water heaters or boilers
• Will be required to assist with the repair of plumbing fixtures, equipment installation and appliances as needed
• Other duties as assigned

Qualifications:
• Stand or walk up to 2 hours at one time, up to 8 hours per day;
• Sit for less than 2 hours during an 8 hour day;
• Operates motor vehicles or heavy equipment (e.g., forklift, high reach, cherry picker) occasionally (less than 33% of the workday)
• Lift or carry up to 35 pounds frequently (34 – 66% of the workday) and 100 pounds occasionally (less than 33% of the workday);
• Lift up to 100 pounds to waist height and up to 35 pounds in a range of motions from floor to overhead:
• Frequently use hands for simple grasping, fine manipulation, pushing or pulling (34 – 66% of the workday);
• Occasionally climb stairs or ladders, dig, use jack hammer or chipping tools, lie down, push or pull with forces up to 100 pounds (less than 33% of the work day);
• Frequently bend, squat, kneel, knee stand, lift overheard, reach overhead, push or pull with forces up to 35 pounds; (34 – 66% of the work day);
• Valid driver's license

Skills Gained:
• Basic understanding of plumbing shop operations
• Opportunity of work with skilled plumbers
• Value of working on a team
• Development of communication skills to assure work is successfully accomplished.
• Learn basic plumbing terminology and tools and development basic skills.
Department: Roof Shop, Facilities Operations  
Summer Transfer Position: Roofer’s Helper

Schedule: June 10 through August 23, 2019  
Hours: Monday through Friday, 6:45 a.m. to 3:15 p.m. with overtime as needed, but infrequent

Overview:  
Provide general assistance to the roofers in support of summer projects and campus renovations.

Duties:  
- Assist roofing staff with their assigned work.  
- Clean window well on and off campus with preventative maintenance crew  
- Other related duties as assigned

Qualifications:  
- Stand or walk up to 2 hours at one time, up to 8 hours per day;  
- Sit for less than 2 hours during an 8 hour day;  
- Lift or carry up to 35 pounds frequently (34 – 66% of the workday) and 100 pounds occasionally (less than 33% of the workday);  
- Lift up to 100 pounds to waist height and up to 35 pounds in a range of motions from floor to overhead:  
- Valid driver’s license  
- Occasionally climb stairs or ladders, dig, use jack hammer or chipping tools, lie down, push or pull with forces up to 100 pounds (less than 33% of the work day);  
- Frequently bend, squat, kneel, knee stand, lift overhead, reach overhead, push or pull with forces up to 35 pounds; (34 – 66% of the work day);  
- Work outdoors in a variety of temperatures and environmental conditions;  
- Possess ability to work at heights, full range of body motions and physical agility, and ability to maintain balance.

Skills Gained:  
- General knowledge of the function of the Roof Shop  
- Knowledge of workplace safety procedures including a training to use harness  
- Value of working on a team  
- Development of communication skills to assure work is successfully accomplished.  
- Opportunity to work with highly skilled staff
Department: Office of Information Technology
Summer Transfer Position: Network Installer

Schedule: June 10 through August 23, 2019
Hours: Monday through Friday, 7:00 a.m. to 4:00 p.m.

Overview:
This position assists technicians and business administration personnel do a wide variety of tasks.

Duties:
Duties include but are not limited to:
• Pulling data and Wi-Fi cables
• Installing network and edge electronics
• Unloading trucks
• Stocking shelves
• Handing out parts to Tech Ops technicians

Qualifications:
• Must be punctual
• Professional
• Organized
• Ability to work on ladders and be on feet all day
• Work in a construction environment
• Team player
• Ability to lift 50-75lbs

Skills Gained:
• Learn about networking infrastructure at Princeton
• Hone valuable skills as a team player
• Gain insight on how a multi-million inventory is used and maintained at Princeton.
Department: Office of Information Technology
Summer Transfer Position: Technical Support Specialist

Schedule: June 10 through August 23, 2019

Hours: The SOC is a 24/7 operation center and staff work both standard hours and 12-hour shifts. We would expect 4 10-hour shifts per week, any day of the week (including weekends). Hours may start as early as 7:00 a.m. or go into the early evening ending at 9:00 p.m.

Overview:
The Support and Operations Center (SOC) is a 24/7/365 service desk. The SOC provides support to members of the PU community (faculty, staff and students, et. al.) with technology. This position, following some training, will backfill for SOC staff scheduled absences during the summer.

Duties:
• Provide Tier 1 support by responding to telephone calls and emails, work tasks in the SN@P portal, and respond to customers via online chat service.

Qualifications:
• Good computer/IT skills in Windows and/or Apple OS (preferably the most recent versions)
• Willing to learn about OIT services and infrastructure
• Good customer service skills
• Good verbal and written communication skills

Skills Gained:
• Valuable IT skills and knowledge of the Princeton IT services and infrastructure
Department: Department of Public Safety
Summer Transfer Position: University Switchboard Operator

Schedule: June 10 through August 23, 2019
Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Overview:
This position requires you to answer the University Switchboard calls that come in to 609-258-3000 and to assist walk-in guests to the Department of Public Safety.

Duties:
• Answer Switchboard calls.
• Assist walk-in guests to the Department of Public Safety.

Qualifications:
• Have excellent listening skills to understand what the caller is asking.
• Provide accurate information to caller or take steps to find best answer for the caller.
• Work with the communication center in handling calls on as needed basis.
• Be able to work in a confidential manner.
• Learn and have knowledge of events on campus, which department handles what, etc.
• Assist in other administrative duties/projects as needed.

Skills Gained:
• Basic understanding of CISCO Attendant Phone System.
• Opportunity to assist varied callers/visitors to Princeton University.
• Value of working on a team.
• Development of communication skills to assure work is successfully accomplished.
Department: Site Protection, Facilities Operations
Summer Transfer Position: Site Protection Shop Helper

Schedule: June 10 through August 23, 2019
Hours: Shift is Monday through Friday, 6:30 a.m. to 3:00 p.m.

Overview:
Provides general assistance in support of summer testing and inspections of life safety systems, including but not limited to fire alarm systems and sprinkler systems.

Duties:
- Escort contractors for testing of life safety systems through buildings.
- Transport DPS Escort to and from 200 Elm to testing site.
- Responsible for building keys as assigned.
- Communicate building’s testing status with Site Protection and Public Safety through portable radio.
- Update Scheduler/Planner and Supervisor of testing progress.
- Other duties as assigned.

Qualifications:
- Excellent verbal and written communication skills.
- Valid driver’s license
- Will be required to climb tall ladder and have no height restrictions
- Will be required to work around dangerous equipment daily
- Stand or walk up to 2 hours at one time for 6-8 hours per day;
- Lift or carry up to 50 pounds frequently (34 – 66% of the workday) and 75 pounds occasionally or seasonally (less than 33% of the workday);
- Lift up to 75 pounds to waist height and up to 35 pounds from floor to overhead:
- Occasionally push or pull with forces up to 75 pounds, squat, kneel, bend, lie down, crawl, knee stand, dig, or use hammer drills (less than 33% of the workday);
- Frequently push or pull with forces up to 35 pounds, climb stairs or ladders, reach overhead, or use hands for simple grasping or fine manipulation, (34 – 66% of the workday);
- Possess ability to work at heights, maintain balance, full range of body motions, and physical agility

Skills Gained:
- Basic understanding of life safety systems.
- Opportunity of work with skilled technicians.
- Knowledge of campus buildings and key locations
- Value of working on a team
- Development of communication skills to assure work is successfully accomplished.
Department: TigerCard, Transportation and Parking Services
Summer Transfer Position: Office Assistant

Schedule: June 10 through August 23, 2019
Hours: Standard hours

Overview:
TigerCard is the primary resource for all university ID card and card related services at Princeton University. Each summer, TigerCard staff process 2,000 incoming student cards, 15,000 summer cards, and several hundred first time and replacement cards. The Office Assistant, with guidance of management staff, will be responsible for the production of incoming student cards and daily customer interactions.

Transportation and Parking Services (TPS) oversees the daily operation of campus parking, permitting, enforcement, event support, TigerTransit, carshare, and bikeshare programs. TPS also manages Revise Your Ride, commuter programs and benefits for rail transit, free NJ Transit bus pass, carpool, vanpool, and biking/walking. The Office Assistant, with guidance of management staff, will be responsible for issuing parking permits, assist with prep for commuter events, and assist with data collection and entry.

The Office Assistant must be organized, calm under pressure, and flexible as this job varies greatly day-to-day.

Duties:
- Create University ID cards (TigerCards) and issue parking permits for students, faculty, and staff
- Processing photos for imports
- Serve as a first point of contact for clients and guests and must maintain a professional, courteous demeanor in assisting visitors and callers.
- Must be flexible, positive and proactive with the ability to work independently, or as part of a team.
- Welcome visitors by greeting them in person or on the telephone and answering or referring inquiries. Provides general office assistance as determined by management staff.
- Ability to manage multiple tasks while remaining calm under pressure.
- Must work well and be motivated to work independently and as a member of a team.
- Perform data entry in CSGold, including responsible for checking the accuracy of the patron account setup in the system, to ensure all required information and privileges are entered correctly
- Assisting with office needs, such as filing, copying, organizing

Qualifications:
- Strong organizational, interpersonal and communication skills are needed.
- Must be flexible and willing to work as part of a team.
- HS Diploma
- Strong attention to detail
- Excellent customer service skills
• Proficiency in Microsoft Office (Word, Excel, Power Point)

**Skills Gained:**
• Learning basic card production and permit issuance
• Learning how to trouble shoot card issues and transportation/parking issues
• Collaborative project work