



**RUTGERS**

UNIVERSITY | NEWARK

Center for PreCollege Programs

**Position:** Student Program Assistant

The City of Newark has established nine (9) physical learning spaces to assist Newark Public School students with virtual learning for Fall 2020. We are currently seeking Rutgers University-Newark students who are willing to support students at one of the nine (9) City of Newark locations. The Newark Public School students will range from grades 2-7. This is an exciting opportunity for Rutgers University-Newark students who have an interest in community engagement, youth development and collaborative partnerships.

The locations around the City of Newark include:

Hayes West	Boylan Recreation Center
Bo Porter Recreation Center	Sharpe James/Ken Gibson
Lombardi Center	The Waterfront
The TREC	The Clubhouse
Newark Public Library	

**Duties:**

- Will be physically working and located at one of the nine (9) locations
- Under the leadership of Newark Board of Education & City of Newark Recreation Center staff, assist the Newark Public Schools students with logging on to virtual learning by providing virtual/IT assistance
- Assist students with staying on task and in assigned socially distanced work spaces
- Assist students will locating resources in the building (e.g. restrooms, lunch spaces, cleaning stations, etc.)
- Redirect Newark Public School students to education staff on site for assistance with their work

Each of the locations will be open from 8:00 am-4:30 pm. Students hired for the above position will need to complete an orientation training; undergo a background check and complete the university's Protection of Minors and State mandated COVID-19 training. Students will report to one of the nine (9) physical locations Monday- Friday during assigned work times. Students hired for will be tested for COVID-19 on a weekly basis by the university.

Work study students are strongly encouraged to apply. The position may be used to fill internship/placement/clinical experience with the permission of the appropriate school official.

Transportation assistance to sites maybe be available.

**Hourly Rate:** \$11 per hour

**How to Apply:** Students can apply to the position through the [RU-N's Career Development Center Portal](#).