

About Rutgers

Rutgers, The State University of New Jersey, is New Jersey's flagship public research university and one of the nation's leading state universities.

Chartered in 1766 as the eighth oldest institution of higher learning in the country and designated New Jersey's land-grant college in 1864, Rutgers became New Jersey's state university through legislative acts in 1945 and 1956.

Today, the university is made up of 30 degree-granting schools and colleges, offering over 100 bachelor's, 100 master's, and 80 doctoral and professional degree programs. Rutgers is a member of the prestigious Association of American Universities, comprising the top 62 public and private research universities in North America.

To explore Rutgers on the web, go to <http://www.rutgers.edu>.

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

University Human Resources
Rutgers, The State University of New Jersey
Administrative Services Building II
57 U.S. Highway 1
New Brunswick, NJ 08901
732/932-3020
<http://uhr.rutgers.edu>

Rutgers, The State University of New Jersey, is dedicated by law and by purpose to serving all people on an equal and nondiscriminatory basis.

Photography by Nick Romanenko, Don Hamerman, Art Paxton, and Alan Goldsmith
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Careers at Rutgers

A Great Place to Work!

Rutgers

The State University of New Jersey



Are you looking for a unique and diverse working environment that offers opportunity for personal and professional growth? If so, Rutgers, The State University of New Jersey, may be looking for you. We are seeking individuals whose special talents and energies will contribute to the success and vitality of the Rutgers community.

With more than 50,000 students and almost 10,000 staff and faculty on campuses in Camden, Newark, and New Brunswick, Rutgers is a vibrant and dynamic academic community committed to the very highest standards of teaching, research, and service to society.

At Rutgers, we recognize that a skilled and dedicated staff is essential to the successful operation of the university. Whatever the job position, our employees know that they are part of a special endeavor. Consider joining our distinctive academic community—we know that you will find Rutgers a great place to work!

A Variety of Positions

From administrative assistants to business managers, library associates to IT specialists, mechanics to postal clerks, our employees reflect the extraordinary diversity of positions and responsibilities necessary to keep Rutgers functioning smoothly. The university employs people in areas including:

- Administration
- Alumni Relations/Development
- Athletics
- Communications
- Continuing and Distance Education/Outreach
- Education/Training
- Facilities
- Finance
- Food Services
- Health Services
- Housing
- Information Technology
- Laboratory/Research
- Library Administration
- Office Support
- Public Safety
- Service/Maintenance/Skilled Trades
- Student Services



Competitive Employee Benefits

In addition to a competitive compensation package, Rutgers employees enjoy a generous array of benefits. The particular plans available to individual employees vary depending upon employment status. Regularly employed staff have access to the following benefits:

- Medical plans
- Dental plans
- Prescription drug plan
- Long-term care plan
- Vision care plan
- Retirement plans
- Optional tax-deferral plans
- Paid time off
- Mass transit commutation program
- Family leave
- Life insurance
- Tuition remission (for employees and their dependents)
- Employee discount programs

To learn more about specific benefit programs, visit <http://uhr.rutgers.edu/benefits.htm>.

A Campus Environment

Employees at Rutgers enjoy life in the university community. There are cultural and recreational activities at Rutgers to suit all tastes—professional productions at Levin Theater; concerts, plays, and dance performances at the Mason Gross Performing Arts Center; a wide variety of exhibits at the Jane Voorhees Zimmerli Art Museum; tours of Rutgers Gardens; and lectures and guest appearances by famous and interesting people.

Special events such as the New Jersey Folk Festival, Ag Field Day, and the Faraday science children’s lecture offer family-oriented fun. Each of the university’s campuses offers recreational facilities available for employee use. After hours, catch the Rutgers spirit at intercollegiate sporting events. Rutgers offers many ways to enhance your life beyond the workplace.

The university environment provides a unique work setting. The campuses themselves vary in character, from historic quads to high-tech science complexes. Many employees interact directly with our students, and even for those who don’t, there is a sense of purpose that pervades the university as we prepare the next generation of leaders and serve the citizens of New Jersey. And if you are interested in educational opportunities for yourself, there are a number of possible avenues that may be available to you as an employee.

Openings and How to Apply

There are three broad categories of staff positions at Rutgers:

Administrative, Professional, and Supervisory Positions

These job titles might include business managers, administrative assistants, project managers, IT specialists, and assistant deans, among others. For a current list of opportunities or to join our email list and receive a weekly digest of new vacancies, visit our web site at <http://uhr.rutgers.edu/APSJobs.htm>. All applications are submitted online via our Applicant Tracking System.

Clerical, Office Support, Lab Technician, and Bookkeeping Positions

These positions may include secretarial assistants, head clerks, accounting clerks, laboratory technicians, and library assistants, among others. For a list of available positions or to receive a weekly announcement of new opportunities, visit <http://uhr.rutgers.edu/COLTJobs.htm>. All applications are submitted online via our Applicant Tracking System.

Service, Maintenance, and Trades Positions

These job opportunities may include electricians, grounds workers, maintenance mechanics, dining workers, and custodians, among others. Applicants should visit our office to review a list of available positions and complete an employment application.

Temporary Staff Employment

Rutgers University Human Resources offers temporary job opportunities, which may be full time or part time, long term or short term. By gaining valuable experience and knowledge of university procedures, temporary employees have the advantage of being better prepared for permanent job opportunities. Contact University Human Resources for a listing of temporary opportunities.

Contact UHR

University Human Resources
Rutgers, The State University of New Jersey
Administrative Services Building II
57 U.S. Highway 1
New Brunswick, NJ 08901
Phone: 732/932-3020, ext. 4093
Fax: 732/932-0047
Email: careers@hr.rutgers.edu
Web: <http://uhr.rutgers.edu>

For current job listings and to access the online application system, go to <http://uhr.rutgers.edu/FindAJob.htm>.