

Academic Support Staffing

Sylvester



"I have been working closely with J & J Staffing for the past 10 years here at the University. My experiences have been very positive. The staff has always been very customer service oriented, and very attentive to all of our staffing needs."

**J & J is ready to support
all of your administrative
& facility staffing needs.**

J & J Staffing Resources

ACADEMIC SUPPORT STAFFING

Integrity

"We built our business on honesty, on being up-front with our employees and with our customers."

Jack Malady
President

Since 1972 J & J has been meeting the demands of hundreds of Academic institutions throughout our region. We specialize in providing non-instructional staff that keeps your schools and universities running efficiently and cost effectively. J & J gives you the ability to focus your time and effort on what is most important; your students. Our proven track record ensures a seamless integration with your educational staffing goals.

Who partners with J & J?

Colleges and Universities
Community Colleges
Private, Public and Parochial Schools
Specialized and Targeted Academic Services

What solutions does J & J provide?

Temporary Staff
Temporary to Hire Staff
Direct Hire Staff

Why use Academic Support Staffing?

Increase operational efficiency
Implement proven, cost effective solutions
Increase quality in your workforce
Add flexibility to your staffing options

Academic Administrative Staff

Reception
Administrative Assistant
Customer Service
Data Entry
Executive Assistants

Academic Facility Staff

Maintenance
Janitorial
Logistics
Event Staff

Academic Financial Staff

Accounting Clerk
AR/AP Clerk
Bookkeepers
Payroll Clerks

Academic Professional Staff

Human Resource Professionals
Information Technology Professionals
Sales and Marketing Professionals

Available Screening Options

Criminal Background Checks
Drug Screening
Reference Checks
Education Verification
Social Security Verification

Office ♦ Industrial ♦ Technical ♦ Professional - Temporary ♦ Temp to Hire ♦ Direct Hire



**J & J Staffing
Resources**

Staffing Expertise where and when you need it.

New Jersey, Pennsylvania, Delaware, National and International

To hire staff, apply or contact J & J, visit

www.JJStaff.com

Now Let's Get to Work...

