

# The Center for Detectors is



CfD Director chats with the Head of NASA

Check us out online at: [ridl.cfd.rit.edu](http://ridl.cfd.rit.edu)

Located in building 17, room 3170

## NOW HIRING

### Executive Assistants

The Center for Detectors is looking for smart, dedicated 2<sup>nd</sup> or 3<sup>rd</sup> year students to assist in a small office environment in the College of Science.

#### Job Functions

- Perform account reconciliations
- Utilize Oracle Financial Applications to run reports and request purchases
- Prepare reports, correspondence, and marketing communications plans
- Perform clerical functions

This position can also be a **co-op**.

If you are interested, email your resume along with three letters of recommendation and your unofficial transcripts to [admin@cfid.rit.edu](mailto:admin@cfid.rit.edu)

#### Skills Needed

- Mastery of Excel, Word, and PowerPoint
- High level of personal responsibility
- Excellent communication skills
- Technical background preferred in:
  - Marketing
  - Communications
  - Graphic design
- Must be available 15-20 hours per week.



up to  
\$12.00  
per hour