

The Center For Detectors is



Check us out online at: ridl.cfd.rit.edu
Located in building 17, room 3170

NOW HIRING

Executive Assistants

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

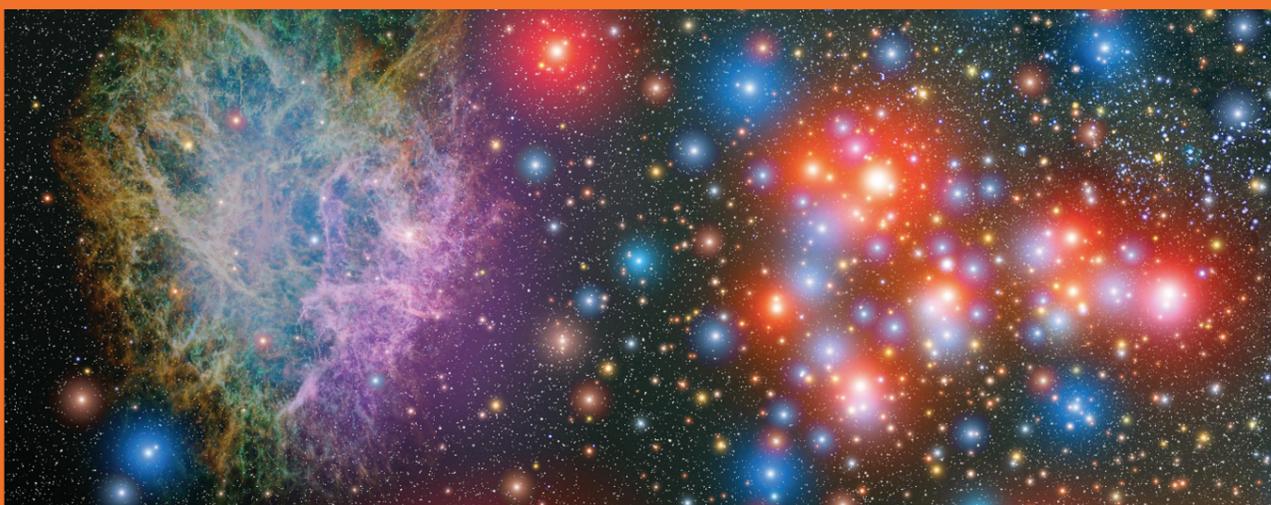
Job Functions

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

If you are interested, email your resume along with three letters of recommendation and your unofficial transcripts to 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
 - VHDL Programming
 - Electrical Engineering
 - Communications
 - Graphic Design
- Must be available Monday - Friday, 15-20 hours per week.



\$10.00 per hour