



Center for Detectors Executive Assistant - Fall

RIT - Center for Detectors and the Future Photon Initiative

On Campus Student Employment

Position Type

On Campus Student Employment

Desired Class Level(s)

2nd Year Sophomore, 3rd Year Junior

Description

The Center for Detectors designs, develops, and implements new advanced sensor technologies through partnership with academic researchers, industry engineers, government scientists, and university/college students. Currently, the Center has approximately a dozen funded projects funded by a range of sponsors, including NASA and NSF. The detectors that are being developed in the Center cover an immense range of diverse applications, including astrophysics, biomedical imaging, and inter-planetary space travel.

The Center for Detectors Executive Assistant will: complete basic account reconciliations utilizing Excel and Oracle applications, generate purchase requests in Oracle, run Oracle grant statements and utilize data to send monthly standardized correspondence. Further tasks may include: preparing reports, developing graphics design, handling information requests, performing clerical functions, preparing correspondence, receiving visitors, arranging conference calls,

Important Dates

Posted On:

Nov 08, 2021

Application Deadline:

May 31, 2023

Contact Information

CfD Admin -

admin@cfid.rit.edu

Robyn Rosechandler -

robyn.rosechandler@rit.edu

RIT - Center for Detectors
and the Future Photon
Initiative

<http://ridl.cfd.rit.edu>,

www.rit.edu/fpi

4 Lomb Memorial Dr

Rochester, New York 14623

United States

scheduling meetings, purchasing, entering information into Oracle, delivering mail, etc.

TO APPLY, SEE APPLICATION INSTRUCTIONS IN "REQUIRED SKILLS" SECTION. Will ONLY consider second-year or third-year students having a 3.0 GPA or higher and who seek to stay in this job for at least one year. The successful applicant must be a U.S. Person as defined by 8 USC 1324b(a)(3), or have the ability to obtain the appropriate license to comply with the US Export Control Laws. This position requires at least some hours of work every day of the week and mandatory attendance at a meeting every Monday at 9:00 am. For a description of the Center, see <http://ridl.cfd.rit.edu/>

Essential Tasks:

Completing tasks on schedule, ordering lab components, mailing packages, documenting work, other tasks listed in position summary.

Skills Required:

High level of personal responsibility. Excellent mastery of Microsoft Word, Excel and PowerPoint. Superb email etiquette. Excellent verbal communication skills, especially on the phone. Ability to assist others.

APPLICATION INSTRUCTIONS:

To apply, send an email to admin@cfid.rit.edu and use "CfD Executive Assistant" in the subject line with the following attached: a resume, unofficial transcripts, and three names of professional references.

Also, please include in the email confirmation that you are a U.S. Person as defined by 8 USC 1324b(a)(3), or have the ability to obtain the appropriate license to comply with the US Export Control Laws.

About RIT - Center for Detectors and the Future Photon Initiative

Center for Detectors (CfD) CfD designs, develops, and implements new advanced sensor technologies through collaboration with academic researchers, industry engineers, government scientists, and university/college students. The CfD operates four laboratories and has approximately a dozen

funded projects to advance detectors in a broad array of applications, e.g. astrophysics, biomedical imaging, Earth system science, and inter-planetary travel. Our observational astrophysics programs include studies of massive stars, massive star clusters, the Galactic center, the interstellar medium, the history of structure formation in the Universe, and cosmology. Future Photon Initiative The Future Photon Initiative (FPI) develops photonic devices in pursuit of answers to grand questions, leveraging efforts of existing RIT research groups who develop technology for the generation, transmission, manipulation, absorption, and detection of photons. FPI cross-disciplinary teams collaborate with external university groups, industry, and national laboratories to develop and commercialize new photonic device technology. Potential markets include solar energy, biophotonics, high performance imaging, astrophysics, communication, electronics, and computing. For a full description of the Future Photon Initiative visit <http://www.rit.edu/fpi>.

Qualifications

Skills Required:

High level of personal responsibility. Excellent mastery of Microsoft Word, Excel and PowerPoint. Superb email etiquette. Excellent verbal communication skills, especially on the phone. Ability to assist others.

ID

23131

Desired Major(s)

All Majors

Salary Level

12.50-15.00

Additional Documents

Cover Letter, Unofficial Transcript

Work Period

Academic Year

Hours Per Week

10-15

Duration

Permanent

On Campus

Yes

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