

The Center for Detectors



Check us out online at: ridl.cfd.rit.edu

NOW HIRING

Executive Assistant

The Center for Detectors is looking for smart and dedicated students to be Executive Assistants to Director and Professor Don Figer.

Job Functions

- Complete tasks on schedule, ordering lab components, mailing packages, and documenting work
- Perform account reconciliations utilizing Oracle Financial and Excel applications

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

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 10-20 hours per week.

If you are interested, apply on Career Connect by scanning the QR code or email your resume along with the names and contact information for three professional references and your unofficial transcripts to admin@cfid.rit.edu

