

We're hiring!

Center for Detectors

Executive Assistant



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

Job Functions

- Complete task on schedule, ordering lab components, mailing packages and documenting work,
- Perform account reconciliations utilizing Financial applications.
- Other task assigned based on experience/ major.

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.

If you are interested, apply on Career Connect 23131 or email your resume along with three letters of recommendation and your unofficial transcripts to admin@cfid.rit.edu