

## 2020-2021 Federal Work Study Positions List

**To apply:** Contact the supervisor listed with the job by e-mail or in their department to ask further questions and be considered, once you have decided on the place you would like to work, have the supervisor sign and complete the hire form. You must open the .pdf with **ADOBE READER** to sign your form (do not view only in browser). You may hold one job at a time, so only submit one hire form.

### **Types of Positions:**

- Office/Clerical
- Business/Marketing Positions
- Facilities
- Athletics
- Technical/Lab Positions
- Academic
- Campus/Community Service

\*Use the search "magnifying glass" tab to look for specific majors or job titles (must be open in ADOBE READER to search).

### **Office/Clerical Positions**

#### ***Administrative Support Specialist - School of Arts & Communication***

**Supervisor:** Anushka Boyd

**Email:** [boyd2008@fit.edu](mailto:boyd2008@fit.edu)

**Job Description:** Primary duties include launching classroom technology to connect students in the classroom to their instructor who is teaching remotely. Responsibilities also include but are not limited to assisting the office staff with general clerical work, including preparing and distributing documents, flyers, and posters; filing and photocopying; greeting visitors; answering phones; running errands and performing data entries. Strong communication skills and positive customer service attitude desired.

**Major:** Any Major

**GPA:** Satisfactory

**Additional Skills:** Someone tech-savvy is preferred and if you have MWF availability - that's a plus!

#### ***Office Assistant - Office of Sponsored Programs (OSP)***

**Supervisor:** Dr. Donn Miller-Kermani

**Email:** [dkermani@fit.edu](mailto:dkermani@fit.edu)

**Job Description:** Assist with development/maintenance of OSP website; Create and edit various documents for OSP; Provide support for special projects; General office/clerical responsibilities (scanning, shredding, making copies, etc.)

**Major:** any

**GPA:** > 2.5

**Additional Skills:** Preferred: Web page development/maintenance; Strong Microsoft Office Suite Skills (Word,

Excel, PowerPoint); Superior written and oral communication skills

Pay Rate: \$9- \$10

### ***Copy Center Office Assistant***

**Supervisor:** James Breckenridge

**Email:** [jbreckenridge@fit.edu](mailto:jbreckenridge@fit.edu)

**Job Description:** Must be a self-starter, fast learner, multitasker, and work well as a team. Follow through with detailed directions. Must be customer service oriented, with excellent phone skills. Must be reliable and responsible. Will assist in the printing of all types of documents on digital presses and wide format printer. Must be able to navigate a computer, have excellent research skills, and strong skills using Microsoft Office suite. Will perform clerical duties and file formatting, product finishing, light cleaning, and organizational type work. Training will be provided for all production tasks. May be requested to support occasional events (can include a Saturday event).

**Major:** Any

**GPA:** 2.8

**Additional Skills:** Must be able to lift at least 25 pounds. Be able to stand or sit for prolonged periods. Have critical thinking skills, but above all, must have a positive, uplifting, and cheerful attitude.

**Pay Rate:** \$9-\$10 Hour

### ***Front Office Assistant - Business & Retail Operations***

**Supervisor:** Catherine Gonzalez

**Email:** [cgonzalez@fit.edu](mailto:cgonzalez@fit.edu)

**Job Description:** Assistant with front office duties such as: distribute mail/packages, email students in regards to any notices, any phones, unit check in and out, assist with lock out and assist with facility requests.

**Major:** n/a

**GPA:** n/a

**Additional Skills:** provide 5-star customer service

**Pay Rate:** \$9-\$10 Hour

### ***Office Assistant - Facilities Operations***

**Supervisor:** Aaron Breaux

**Email:** [abreaux@fit.edu](mailto:abreaux@fit.edu)

**Description:** Performing basic clerical duties such as typing, filing etc., organizing Facilities storage areas, reporting issues to Facilities while on campus walks and other certain special projects.

No required major, GPA or Additional skills.

**Pay Rate:** \$9-\$10 Hour

### ***Office Assistant - Military Science***

**Supervisor:** Dana Washington

**Email:** [washingtond@fit.edu](mailto:washingtond@fit.edu)

**Job Description:** Responsibilities include but are not limited to: Assisting in office environment, Errands

(pickup mail and packages).

**Major:** Any

**GPA:** Any

**Additional Skills:** Previous office experience beneficial but not required. Training will be provided as needed

**Pay Rate:** \$9-\$10 Hour

***Office Assistant - College of Business***

**Supervisor:** Patricia Macy

**Email:** [pmacy@fit.edu](mailto:pmacy@fit.edu)

**Job Description:** General clerical work and file maintenance; scanning, saving, & filing documents; mail distribution; assist with creating informational notices - both electronic & physical; maintenance of materials & tidying kitchen, coffee bar and mail room areas as well as lobbies; posting event notices and assisting with events as needed; assisting with social media updates; other duties as assigned.

**Major:** dependable (on time & present); excellent English language skills (able to alphabetize to sixth letter in a name); creative & business writing skills helpful; business casual appearance.

**GPA:** 2.5 or above

**Additional Skills:** experienced computer skills; social media posting (facebook, twitter, etc.) helpful; Will need to send email with resume.

***Office FWS - College of Engineering and Science***

**Supervisor:** Sheila Spirito

**Email:** [sspirito@fit.edu](mailto:sspirito@fit.edu)

**Job Description:** Office assistant, greet people, answer phones, errands (pickup mail and packages), answer general questions about the university, copies, tours, assist in an office environment

**Major:** Any

**GPA:** 3.0

**Additional Skills:** Customer Service, polite

**Pay Rate:** \$9-\$10 Hour

***Rowing Office Assistant – Athletics***

**Supervisor:** Adam Thorstad

**Email:** [athorsta@fit.edu](mailto:athorsta@fit.edu)

**Job Description:** Assist with tasks in Rowing office

**Major:** Any

**GPA:** Any

**Additional Skills:** Assist with work in the office, organize files, organize team gear, and other miscellaneous tasks

**Pay Rate:** \$9-\$10

***Office Assistant - College of Aeronautics***

**Supervisor:** Tamara Gray

**Email:** [tgray@fit.edu](mailto:tgray@fit.edu)

**Job Description:** Answer phones, filing, copying, assisting faculty and staff as needed, must know excel and

word, and have excellent customer service skills. Assisting students with paperwork and making appointments for faculty.

**Major:** Any

**GPA:** 2.0

**Additional Skills:** Knowledge of university proceeds for student assistance is a plus, and knowing the proper forms necessary

**Pay Rate:** \$9-\$10 Hour

### ***Office Assistant - Computer Engineering and Sciences***

**Supervisor:** Karen Brown

**Email:** [kbrown@fit.edu](mailto:kbrown@fit.edu)

**Job Description:** Applicant will need advanced MS Office skills.

**Major:** CSE, SWE, ECE

**GPA:** >=3.2

**Additional Skills:** Will need to sort and deliver mail between two buildings

**Pay Rate:** \$9-\$10 Hour

### ***Athletics Front Desk Office Assistant – Athletics***

**Supervisor:** Alyssa Carney

**Email:** [acarney@fit.edu](mailto:acarney@fit.edu)

**Job Description:** Duties include (but are not limited to): - Greeting and assisting visitors/student-athletes - Maintaining presence at the front desk - Assisting with budget, financial, and other various projects - Answering office phone and recording memos - Corresponding with department staff about athletic university/conference-related activities - Assisting with the scheduling and maintenance of appointments, meetings, and the Athletics calendar

**Major:** Business

**GPA:** 2.5

**Additional Skills:** Microsoft Office, Customer Service, Organization

**Pay Rate:** \$9-\$10 Hour

### ***Office Assistant - School of Behavior Analysis***

**Supervisor:** Jennifer Fredenburg

**Email:** [jfredenburg@fit.edu](mailto:jfredenburg@fit.edu)

**Job Description:** Responsibilities include but are not limited to: • Performs data entry and maintains record keeping using departmental databases or spreadsheets. Inputs information such as mailing lists, faculty data, etc. into databases or spreadsheets. Verifies information for accuracy. • Performs general office support such as sorting / distributing mail, copying, faxing documents, filing, and supply inventory

**Major:** NA

**GPA:** 3.0

**Additional Skills:** • Student must be in Good Academic Standing • High school diploma • Minimum 6 months of office experience • Strong organizational and time management skills • Ability to work with a team • Excellent written and verbal communication skills • Strong computer skills: Microsoft Word, Excel, Adobe, and Outlook

**Pay Rate:** \$9 - \$10 Hour

***Fraternity & Sorority Life- Office Assistant - Student Life***

**Supervisor:** Cat Nanney

**Email:** [cnanney@fit.edu](mailto:cnanney@fit.edu)

**Job Description:** The Greek Life community at Florida Tech includes 11 social Greek-letter fraternities and sororities that range in size from small to large. As a part of the Greek Life staff, our student assistant will help with the daily operations of the Greek Life Office. General office support: greet visitors, answer phones, file papers, run errands, record and deliver messages, make copies and fax documents, collect and distribute mail and other documents to various departments, other clerical duties as assigned by Florida Tech Greek Life professional staff - Data entry: maintain statistical data, roster information, council documents, and other information - Events: assist in production of special events

**Major:** Any

**GPA:** 2.5

**Additional Skills:** Great communication skills!

**Pay Rate:** \$9-\$10 Hour

***Student Involvement Office Assistant - Student Life***

**Supervisor:** Cat Nanney

**Email:** [cnanney@fit.edu](mailto:cnanney@fit.edu)

**Job Description:** Student Involvement at Florida Tech includes over 140 student organizations that range in size from small to large. As a part of the Student Life staff, our student assistants help with the daily operations of Student Involvement. General office support: greet visitors, answer phones, file papers, run errands, record and deliver messages, make copies and fax documents, collect and distribute mail and other documents to various departments, other clerical duties as assigned by Student Life professional staff - Data entry: maintain statistical data, roster information, council documents, and other information - Events: assist in production of special events

**Major:** Any

**GPA:** 2.5

**Additional Skills:** Great communication skills

**Pay Rate:** \$9-\$10 Hour

***Office Assistant - Biomedical and Chemical Engineering Sciences***

**Supervisor:** Wilma Cohen

**Email:** [wcohen@fit.edu](mailto:wcohen@fit.edu)

**Job Description:** Filing, copying, scanning, answering phones, and running errands.

**Major:** Biomedical Science or Chemistry or Biomedical Engineering

**GPA:** 2.5

**Additional Skills:** Other duties as assigned

**Pay Rate:** \$9-\$10 Hour

***Office Assistant - Biomedical and Chemical Engineering Sciences - Chemistry Program***

**Supervisor:** Dr. Jessica Smeltz

**Email:** [jsmeltz@fit.edu](mailto:jsmeltz@fit.edu)

**Job Description:** Greeting visitors, answering phones, copying, scanning, filing, picking up mail and packages  
**Major:** Chemistry, Chemical Engineering, Biomedical Science  
**GPA:** 2.5  
**Additional Skills:** Other duties as assigned  
**Pay Rate:** \$9-\$10 Hour

## **Business & Marketing Positions**

### ***Copy Center Marketing Assistant - Copy Center***

**Supervisor:** James Breckenridge

**Email:** [jbreckenridge@fit.edu](mailto:jbreckenridge@fit.edu)

**Job Description:** Assist the Manager in disseminating the information about the Copy Center using Social Media, Print, Email, and other forms of communication pieces for staff, faculty, students, and the local community. Will be responsible for executing promotional campaigns, assisting with website editing, graphic design, and any other media-related projects assigned. Must be team-oriented and will be expected to assist Copy Center customers and with Copy Center production as needed. Will perform clerical duties and file formatting, product finishing, light cleaning, and organizational type work. May be requested to support occasional events (can include a Saturday event).

**Major:** Communications, Business, or Marketing

**GPA:** 2.8

**Additional Skills:** Should be able to use Adobe Photoshop/Illustrator/InDesign, Canva (the free online graphic application), and or any other graphic or video design software. Should be able to understand basic design principles for content creation. Be able to stand or sit for prolonged periods. Have critical thinking skills, but above all, must have a positive, uplifting, and cheerful attitude

**Pay Rate:** \$9-10 Hour

### ***Data & Office Assistant - Career Services***

**Name:** Kimberly Ryan

**Email:** [kryan@fit.edu](mailto:kryan@fit.edu)

**Job Description:** Answer phones and assist with paperwork, data entry, form deliveries, and virtual events as needed. Assist with Handshake database cleanup and identifying top jobs. Activities change throughout the year, and this position gives you the ability to meet and talk with employers recruiting at Florida Tech. Marketing and design tasks may be assigned based on skill level.

**Major:** Any major

**GPA:** 2.2

**Additional Skills:** Good communication and not afraid to greet students and employers. Able to work on tasks independently. Marketing or graphic design skills helpful if interested in marketing tasks.

### ***Data & Office Assistant - Institutional Research and Effectiveness***

**Supervisor:** Jessica Ickes

**Email:** [jickes@fit.edu](mailto:jickes@fit.edu)

**Job Description:** This position assists the staff of the Office of Institutional Research and Effectiveness in helping to conduct IR studies including gathering data on colleges and universities, data entering surveys,

archiving historical data, and using Microsoft Office tools. The student will provide general office support and will work with staff on various key IR projects.

**Major:** No required major

**GPA:** No required GPA

**Additional Skills:** Understanding of statistics, research methods, and attention to detail is important

**Pay Rate:** \$9-\$10 Hour

## Facilities Positions

### ***Music Ensemble Assistant - School of Arts and Communication***

**Supervisor:** Kevin Burke

**Email:** [kburke@fit.edu](mailto:kburke@fit.edu)

**Job Description:** Assist with setting stage for ensemble rehearsals -Assist with transporting instruments and equipment for rehearsals and concerts -Photocopy sheet music and other ensemble paperwork -Assist with setting music facilities (chairs, music stands, amps, etc.).

**Major:** All

**GPA:** 3.0

**Additional Skills:** -Able to lift 40 lbs. -Valid US Driver's License for Golf Cart training (preferred) -Experience with live sound equipment (preferred) -Evening availability for concerts -Afternoon availability for ensemble setup

**Pay Rate:** \$9-\$10 Hour

### ***Dining Services Attendant - Dining Services***

**Supervisor:** DAN WELCH

**Email:** [dwelch@fit.edu](mailto:dwelch@fit.edu)

**Job Description:** The Dining Room Attendant is responsible for keeping the dining room tables, chairs and floor in a clean and inviting condition for the guests and the maintaining the availability of all of the self-serve products (beverages, ice cream, toppings, coffee, cereals, salad bar and desert bar) in the customer service areas. The Dishwasher is responsible for washing University dining areas' dishware and maintaining a clean kitchen and dining area. The position is accountable for operating mechanical and manual dish and ware washing systems, cleaning kitchen, dining, and storage areas and following standardized procedures to meet sanitation requirements.

**Major:** NA

**GPA:** NA

**Additional Skills:** NA

**Pay Rate:** \$9-\$10 Hour

### ***Crew Member - Rathskeller / Dining Services***

**Supervisor:** Christopher Whitman

**Email:** [cwhitman@fit.edu](mailto:cwhitman@fit.edu)

**Job Description:** Dining Service crew member. Job duties include; making sandwiches, pizzas, salads, milk shakes and espresso drinks. Crew position assignments include cashier and campus delivery driver. Other food service utilities / sanitation duties include; dining room cleaning, washing dishes and taking out trash.

**Major:** N/A

**GPA:** N/A

**Additional Skills:** Valid Driver's License required for campus delivery drivers

**Pay Rate:** \$9-\$10 Hour

***Machine Shop Assistant – College of Engineering & Science***

**Supervisor:** Anthony DeTroia

**Email:** [adetroia@fit.edu](mailto:adetroia@fit.edu)

**Job Description:** Shop and machine clean up. Assist with machine maintenance, tool storage and general Shop organization. Occasionally assist with the manufacture of parts. Assist with general office tasks. Ability to lift approximately 40 lbs.

**Major:** Mechanical, Aerospace and Ocean Engineering

**GPA:** 3.0

**Additional Skills:** The ideal candidate will preferably have at least the Shop's Introduction to Subtractive Manufacturing certification and be familiar with the basic operations of Microsoft Office as well.

**Pay Rate:** \$9-\$10 Hour

***Classroom Facility Attendant – Mathematical Sciences***

**Name:** Muneever Subasi

**Email:** [msubasi@fit.edu](mailto:msubasi@fit.edu)

**Job Description:** Sanitizing and setting up professor's station before his classes each day.

**Major:** N/A

**GPA:** N/A

**Additional Skills:** This position is 2 hours per week going to classroom 12 minutes prior to class to sanitizing and setting up professor's station before his classes. Tuesday and Thursday's at 1:48 p.m. prior to 2:00 p.m. class in 428 ELV, Room 133, the second is schedule is Monday, Wednesday and Friday's at 3:48 p.m. prior to 4:00 p.m. class at 460 SKU.

**Pay Rate:** \$9-\$10

***Evans Student Center Building Manager - Student Life***

**Supervisor:** Cat Nanney

**Email:** [cnanney@fit.edu](mailto:cnanney@fit.edu)

**Job Description:** - Help to coordinate and manage student attendance at Evans Student Center. - Supervise room usage and availability - At the conclusion and beginning of shift: secure all equipment and execute facility turnover - Enforce Evans Student Center and Florida Tech policies, rules and regulations. - Execute emergency procedures when necessary. - Coordinate operations with the Student Life to ensure outstanding facility cleanliness and services. -Securing the facility, including but not limited to reporting any security, maintenance or physical plant issues to proper personnel. - Utilize the daily schedule and provide excellent customer service. - Participate in Building Manager meetings. - The ability to multitask and be proactive.

**Major:** n/a

**GPA:** 2.0



**Additional Skills:** Great communication skills!

**Pay Rate:** \$9-\$10 Hour

***Mail Clerk – Mailroom***

**Supervisor:** Jacqueline Saunders

**Email:** [jsaund02@fit.edu](mailto:jsaund02@fit.edu)

**Job Description:** Assist in mail collection, processing, and delivery for campus.

**Major:** N/A

**GPA:** N/A

**Additional Skills:** Attention to detail.

**Pay Rate:** \$9-\$10 Hour

## **Athletics Positions**

***Men's Basketball Team Manager – Athletics***

**Supervisor:** Billy Mims

**Email:** [bmims@fit.edu](mailto:bmims@fit.edu)

**Job Description:** The men's basketball team manager will perform tasks in support of the team coaches during scouting, practices, and games. In general, the basketball team manager will perform duties such as managing the team equipment, handling the team laundry, and keeping players hydrated. During practice, a manager may participate in on-court activities by assisting with drills, handling equipment, or assisting in warm-up activities with team athletes. They may also keep track of time and score by running the scoreboard during practices and keep track of some statistics. Managers are also key in keeping the floor safe by wiping up sweat or wet areas when players fall. In preparation of games, a manager may perform duties such as packing equipment, packing player bags, loading equipment bags onto the bus for road trips, and setting up audio-visual equipment for team meetings. During games, the team manager responsibilities may include providing the players with towels and water, keeping track of team and player statistics, and monitoring warm-up basketballs and shooting shirts. Following games, team managers are responsible for cleaning up the locker room, and the laundering and storage of game uniforms. The basketball team manager works behind the scenes to provide all these necessary and important services required to assist the coaching staff in helping the team achieve success on the court.

**Major:** N/A

**GPA:** 3.0 or higher

**Additional Skills:** A positive attitude and a great work ethic combined with a strong desire to play a vital role in the success of an NCAA basketball program!

**Pay Rate:** \$9-\$10 Hour

***Men's Soccer Manager – Athletics***

**Supervisor:** Robin Chan

**Email:** [rchan@fit.edu](mailto:rchan@fit.edu)

**Job Description:** Organizing and managing storage cage and storage shed, daily laundry duties for practice uniforms, daily pre practice and post practice duties to prepare water coolers and other equipment, game day preparations to arrange locker room and be responsible for distributing and collecting the game uniforms,

various administrative duties in the soccer office.

**Major:** NA

**GPA:** 2.5

**Additional Skills:** Good communication and organization skills, reliable and timely

***Facility Attendant - Clemente Center (Gym)***

**Supervisor:** Michelle Robinson

**Email:** [michellerobinson@fit.edu](mailto:michellerobinson@fit.edu)

**Job Description:** Provide customer service at the front desk - assist patrons with memberships, equipment check-out, answer phones. Help patrons in the weight room - demonstrate use of cardio and weight equipment, assist with lifting/spotting, cleaning. Assist in the set-up and take-down of special events.

**Major:** n/a

**GPA:** n/a

**Additional Skills:** Strong interpersonal skills and customer service, able to lift 45 pounds, ability to work as a team and independently. Knowledge of free weights and exercise equipment is a must. All candidates will be required to demonstrate familiarity of proper use of exercise equipment.

**Pay Rate:** \$9-\$10 Hour

***Lifeguard – Aquatics***

**Supervisor:** Zachary Sanchez

**Email:** [zsanchez@fit.edu](mailto:zsanchez@fit.edu)

**Job Description:** Monitor the pools while they are in use, providing care if needed. Maintaining facility cleanliness ranging from the locker rooms, lifeguard office, and to the pool deck itself. Maintaining pool and pool gutter cleanliness and monitor chemical levels. Assist Pool Manager/Aquatics Director with daily facility upkeep.

**Major:** N/A

**GPA:** 2.0

**Additional Skills:** American Red Cross Lifeguard Certification Basic swimming skills Basic cleaning skills Sufficient with Microsoft Word/Excel

**Pay Rate:** \$9-\$10 Hour

***Communications Assistant - Athletics***

**Supervisor:** Daniel Supraner

**Email:** [dsupraner@fit.edu](mailto:dsupraner@fit.edu)

**Job Description:** Assist Director of Athletic Communications in various communications and marketing tasks as follows: 1. Compilation of in-game statistics of athletic events 2. Social media promotion of athletic teams and events 3. Setup and breakdown of communications equipment for athletic events 4. Assist with the capture of images and video of all athletic teams for use in public/media relations publications. 5. Create post-game highlight videos for use on athletics website and social media channels. 6. Handling cameras during video interviews with coaches and student-athletes 7. Students will be given instruction on how to use different creative software, including Adobe Creative Suites and other online graphics tools, to help

department in creating graphics and other marketing materials for use in promotion of athletic teams 8. Writing press releases on latest athletics news and recaps on athletic events 9. Students with strong familiarity and knowledge of social media could assist with management of social media accounts for individual sport teams. 10. Attending office hours to support other athletic communications tasks

**Major:** n/a

**GPA:** n/a

**Additional Skills:** 1. Seeking highly motivated individuals who are interested in working in sports and a fun environment 2. Students majoring in some form of communications/journalism/marketing are preferred but not required 3. Excellent oral and written communication skills 4. Flexible schedule that includes ability to work home games for all athletics teams (some nights/weekends) in addition to working regular office hours plus 5. Familiarity with social media platforms, trends, etc. are preferred 6. Previous experience in broadcast production and video editing skills are a plus but not required 7. Detail-oriented and organized with a positive and personable demeanor 8. Desktop publishing experience, preferably in Microsoft Office and Adobe Creative Suite 9. Ability to multi-task and work within a team environment, especially on game day 10. Ability to work individually, or as part of a group while maintaining what's best for the team

**Pay Rate:** \$9-\$10 Hour

### ***Athletic Operations Assistant – Athletics***

**Supervisor:** Tom Richard

**Email:** [trichard@fit.edu](mailto:trichard@fit.edu)

**Job Description:** The Athletic Operations Assistant position includes a variety of roles to support the Athletic Department in day to day operations as well as minor athletic facility & grounds maintenance. Examples of duties would be laundry, setting up for athletic competitions, selling tickets, working in the concession stand, putting up signage & windscreens, camera/streaming video operation, assisting with campus events.

**Major:** All students are welcome to apply

**GPA:** There is no GPA requirement for this position

**Additional Skills:** We are looking for motivated students who like to work as a team, have fun and take pride in their accomplishments. There is no particular experience required for this position

**Pay Rate:** \$9-\$10 Hour

### ***Study Table Monitor – Athletics***

**Name:** Mandi Bennett

**Email:** [bennettm@fit.edu](mailto:bennettm@fit.edu)

**Job Description:** Monitor student-athletes while they complete their study table hours

**Major:** Any

**GPA:** Any

**Additional Skills:** N/A

**Pay Rate:** \$9-\$10 Hour

### ***Baseball Equipment Assistant – Athletics***

**Name:** Greg Berkemeier

**Email:** [gberkeme@fit.edu](mailto:gberkeme@fit.edu)

**Job Description:** Assist in laundry, managing equipment, sanitizing equipment and baseball field spaces  
**Major:** n/a  
**GPA:** n/a  
**Additional Skills:** n/a  
**Pay Rate:** \$9-\$19 Hour

### ***Boathouse Worker – Athletics***

**Supervisor:** Adam Thorstad  
**Email:** [athorsta@fit.edu](mailto:athorsta@fit.edu)  
**Job Description:** Help maintain the boathouse/rowing facility and equipment  
**Major:** Any  
**GPA:** Any  
**Additional Skills:** General knowledge of use of hand tools. Ability to keep areas clean and clear of debris  
**Pay Rate:** \$9-\$10

## **Technical/ Lab Positions**

### ***Environmental Science / Oceanography Field and Laboratory Assistant - Ocean Engineering and Marine Sciences***

**Supervisor:** Austin Fox  
**Email:** [afox@fit.edu](mailto:afox@fit.edu)  
**Job Description:** Assist with field sampling and laboratory analyses to supplement externally funded research projects.  
**Major:** work experience in an analytical laboratory  
**GPA:** 3.0  
**Additional Skills:** General Chemistry Techniques  
**Pay Rate:** \$10-\$11 Hour

### ***Studio Architect Assistant - Facilities Operations***

**Supervisor:** Melinda Lohr  
**Email:** [mlohr@fit.edu](mailto:mlohr@fit.edu)  
**Job Description:** Site locate of various campus features, amenities, utilities, etc., as-built measurement of existing buildings, architectural drafting, scan and verify architectural drawings, organizing and filing of architectural drawings, scanning, organization, filing and archiving of construction documents and updating space database.  
**Major:** Preferably Engineering, but not required.  
**GPA:** N/A  
**Additional Skills:** Preferably have Architectural auto CAD drafting experience, no necessarily certified. Be able to read a blueprint  
**Pay Rate:** \$10-\$11 Hour

### ***Classroom Technician - Lab Support Services***

**Supervisor:** Thomas Couperthwaite  
**Email:** [tcouper@fit.edu](mailto:tcouper@fit.edu)  
**Job Description:** Student is responsible for performing computer-related technical work using specialized skills and knowledge. Student exercises a high level of independent judgment and initiative under limited

supervision. Duties: • Provides assistance, support, and communication regarding technical work • Operates and maintains a variety of classroom computer and printing equipment • Performs system upgrades • Installs and troubleshoots classroom computer systems • Assists in installations, integrations and configurations • Assists professional and technical staff with programming • Performs research work and administrative tasks • Tests computer operations • Replaces computer parts • Picks up and delivers equipment • Ships components as necessary • Works on projects as assigned

**Major:** ANY

**GPA:** 3.0

**Additional Skills:** none

**Pay Rate:** \$10-\$11 Hour

### ***Technology Support Center Analyst - Information Technology***

**Supervisor:** Oscar Williams

**Email:** [owilliam@fit.edu](mailto:owilliam@fit.edu)

**Job Description:** Provide customer support for technology incidents submitted via phone, e-mail, or walk-in visit. Conduct follow up interview(s) of users and record pertinent information in incident tracking system. Follow procedural and operational guidelines while performing hardware and software installation, setup, troubleshooting, and repair. Provide service to users via remote support utilities and in-person office visits. Work with Lead Technicians to escalate incidents to other support teams as necessary. Monitor appropriate service queues for new incidents and make necessary follow-up calls.

**Major:** ANY

**GPA:** 3.0

**Additional Skills:** None

**Pay Rate:** \$10 - \$11 Hour

### ***Programmer for Primate Software – Psychology***

**Supervisor:** Dr. Kate Talbot

**Email:** [ctalbot@fit.edu](mailto:ctalbot@fit.edu)

**Job Description:** Develop computer programs for nonhuman primates using raspberri pi, python, and touch screen monitors. Some hardware experience would be beneficial.

**Major:** Anything related to software programming

**GPA:** 3.0

**Additional Skills:** Must know Python language. It would be helpful if you have experience with raspberry pi

**Pay Rate:** \$10-\$11 Hour

### ***Geo Space Lab Tech – Aerospace, Physics and Space Science***

**Supervisor:** Amitabh Nag

**Email:** [anag@fit.edu](mailto:anag@fit.edu)

**Job Description:** Technical assistance is needed in the Geo Space Physics lab at FIT with instrumentation, data analysis, writing software, building equipment and assisting graduate students collect data.

**Major:** Aerospace/Physics/Space Sciences/Electrical Engineering/Computer Sciences/Mathematics

**GPA:** 3.2

**Additional Skills:** Be able to read, understand, and produce technical documents. Ability to write code. Put together and calibrate instrumentation per instructions provided.

**Pay Rate:** \$10-\$11 Hour

### ***Indian River Lagoon Lab Technician - Ocean Engineering and Marine Sciences***

**Supervisor:** Kevin Johnson

**Email:** [johnson@fit.edu](mailto:johnson@fit.edu)

**Job Description:** This position is an opportunity to work in the laboratory on samples collected in our local coastal and estuarine environments. Lab work includes basic lab maintenance, microscope work, and computer data entry and analysis. Applicants will work alongside graduate students, and/or on independent research in the areas of invertebrate larvae ecology, plankton ecology, or marine biology. Other possible activities include shell curation and museum-style archiving of specimens. Those hired may fulfill aspects of all of these duties, or only a subset of the duties, at discretion of supervisor. Responsibilities may also include campus public aquarium maintenance when extra help is needed in that area.

**Major:** Potentially any major, but an interest in ecology, oceanography, environmental science, or Marine Biology preferred

**GPA:** >2.0

**Additional Skills:** Applicants should have an interest in marine biology, ecology or biological oceanographic research. Applicant should be willing and able to learn new research concepts and techniques. Applicant should be dependable and reliable. Applicant should be able to apply 6-15 hours per week to the position (hours negotiable). The applicant should be good at working in pairs, groups, or alone. The applicant should be a good communicator and have good organizational skills. Applicant will have to be compliant with Covid-19 precautions in a laboratory work setting.

**Pay Rate:** \$10-\$11 Hour

### ***Lab or Research Assistant – Aerospace, Physics & Space Sciences***

**Supervisor:** Marc Baarmand

**Email:** [baarmand@fit.edu](mailto:baarmand@fit.edu)

**Job Description:** to help with maintaining the lab computers to assist with research projects

**Major:** physics, computer science

**GPA:** 3.0

**Additional Skills:** good programming skills

**Pay Rate:** \$10-\$11 Hour

### ***Aquarist - Office of the President***

**Supervisor:** Becky Crook

**Email:** [bcrook@fit.edu](mailto:bcrook@fit.edu)

**Job Description:** Aquarist technician will maintain aquaria in various locations on campus. Responsibilities will include aquarium maintenance, animal husbandry, water chemistry monitoring, fish medicinal treatments, and the preparation of aquaria for public display. Computer work and record keeping are required, along with regular meetings with supervisor.

**Major:** Applicant should have an interest in marine life and aquaria.

**GPA:** 3.0

**Additional Skills:** Applicant should be willing and able to learn techniques for aquarium care. Applicant should be dependable and able to work periods on their own, once trained. Applicant should be able to apply 11 hours per week to aquarium maintenance and show patience with tedious, repetitious tasks. Applicant should have good organizational skills, basic computer skills, and be willing to communicate regularly and clearly in reporting to supervisor. In instances of schedule conflicts with exams or travel, the aquarist will be responsible for arranging substitute aquarium help. Experience with reef aquarium maintenance is a plus.

**Pay Rate:** \$10-\$11 Hour

## Academic Positions

### ***Tutor - Mathematical Sciences***

**Supervisor:** Dr. Muneever Subasi

**Email:** [msubasi@fit.edu](mailto:msubasi@fit.edu)

**Job Description:** Tutor in the Math Advancement Center

**Major:** Preferably Math

**GPA:** 2.5

**Additional Skills:** Reliable, knowledgeable, good communication skills

**Pay Rate:** \$9-\$10 Hour

### ***Tutor – Writer's Den***

**Supervisor:** Dr. Andy K. Stanfield

**Email:** [astanfield@fit.edu](mailto:astanfield@fit.edu)

**Job Description:** Writer's Den tutors work with students individually or with small groups to address writing issues. Writing topics range from grammar to mechanics to formulating ideas and all the stages of writing a paper. The tutor should be familiar with the MLA style sheet and documentation format. The tutor WILL NOT write papers but will advise students on ways to improve the assigned paper. Tutors integrate effective study and learning strategies to enhance the student's potential for academic success. As a member of the Writer's Den, tutors will maintain ongoing communication with the Writer's Den supervisor and faculty. Tutors will refer students to other appropriate university resources as needed.

**Major:** Any

**GPA:** 3.0

**Additional Skills:** ents with students. -Courtesy and respect for students from a wide array of cultures is required as well as a desire to assist fellow students to be successful writers.

**Pay Rate:** \$9 - \$10 Hour

### ***Research Assistant – Biomedical, Chemical Engineering & Science***

**Supervisor:** Rudi Wehmschulte

**Email:** [rwehmsch@fit.edu](mailto:rwehmsch@fit.edu)

**Job Description:** synthesis of inorganic and organic compounds

**Major:** N/A

**GPA:** N/A

**Additional Skills:** GenChem 1 lab or excellent high school chemistry lab

**Pay Rate:** \$10-\$11

### ***Research Assistant - College of Business/Center for Innovation Management & Business Analytics***

**Name:** Abram Walton

**Email:** [awalton@fit.edu](mailto:awalton@fit.edu)

**Job Description:** The Center for Lifecycle and Innovation Management in the College of Business is currently searching for Business, Communications, and Engineering students to work up to 20 hours per week help conduct research and produce materials in the following areas: -- conduct feasibility studies and write case studies for new product development -- create marketing content and other marketing materials -- work to build interactive web applications and online content -- conduct academic research towards the goal of publishing or presenting at academic or other relevant outlets

**Major:** Business / Communications / Engineering

**GPA:** 3.0

**Additional Skills:** Responsibilities include but are not limited to: --Data mining and analysis --Creation of case studies and feasibility studies --Write case study based on research found. Analytical Skills Needed: --Ability to work independently as well as under some supervision --Eager to learn as well as create value --Write content and marketing materials to showcase different products and services --Create marketing strategies, to help position products and services --Ability to create a story around a product or service --Interface with open APIs --Writing business logic of web applications --Documenting code. Relevant experience with internships, personal projects, or other extra-curricular is a plus. Must be able to have fun

**Pay Rate:** \$10 - \$11

## Community Service Positions

**Civic Engagement Work Force Secondary Student Aide - Civic Engagement (only few hours a month)**

**Supervisor:** Krishna Patel

**Email:** [kpatel@fit.edu](mailto:kpatel@fit.edu)

**Job Description:** This is a secondary position where you may work a limited amount of hours on small projects in the community (which may be on weekends). You will have the ability to sign up for these small events, which will only be a few hours a month. You may still have a primary FWS job while you are a Civic Workforce Aide. Indicate to Krishna Patel that you want to be a secondary aide and only work a few hours a month.

**Major:** Any

**GPA:** 2.0 or higher

**Additional Skills:** time management communication passion for helping others

**Pay Rate:** \$9-\$10 Hour

**Civic Engagement Work Force Student Assistant - Civic Engagement (up to 20 hours per week)**

**Supervisor:** Krishna Patel

**Email:** [kpatel@fit.edu](mailto:kpatel@fit.edu)

**Job Description:** You will work in the Civic Engagement office to help with events and community projects. This is a primary position that you can work up to 20 hours.

**Major:** Any

**GPA:** 2.0 or higher

**Additional Skills:** time management communication passion for helping others

**Pay Rate:** \$9-\$10 Hour

**iDesk Assistant - Evans Library**

**Name:** Angela Taylor

**Email:** [ataylor@fit.edu](mailto:ataylor@fit.edu)

**Job Description:** Candidates must be willing to learn and share comprehensive information about library resources and services. Typically, students work 7 hours per week. Responsibilities include: • Answering questions at the iDesk about the myriad of Library services – tech lending, events and workshops, printing,



available software, electronic resources, etc. • Teaching students how to find information on the Library website and Library catalog. • Assisting Library staff with events, shelving books, special projects and other tasks as necessary.

**Major:** Any

**GPA:** Any

**Additional Skills:** Customer service skills, computer skills

**Pay Rate:** \$9-\$10 Hour

***Student Assistant/Student Ambassador - Undergraduate Admission***

**Supervisor:** Adrienne Stewart

**Email:** [astewart@fit.edu](mailto:astewart@fit.edu)

**Job Description:** Student Ambassadors, provide visitors with a realistic glimpse of the Florida Tech experience and include an overview of campus facilities, programs, and atmosphere through tours. Ambassadors communicate the mission & culture of the University, strengthen our traditions and promote Florida Tech pride. Students give an average of 1-2 tours per week, virtual panels and office work including student outreach projects. Ambassadors are required to assist with Discovery Day events (Saturday open house events, 1 per semester- November and April.)

**Major:** All majors accepted

**GPA:** 2.5

**Additional Skills:** • Ambassadors must possess above average oral communication and presentation skills. • Satisfactory knowledge of University facts and history (Training Materials provided). • Availability to participate in ongoing training's and/or meetings

**Pay Rate:** \$9-\$10 Hour