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

Front Office Assistant - Business & Retail Operations

Supervisor: Catherine Gonzalez
Email: 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

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

Accounting Clerk – Controller
**Supervisor:** Rachel Carroll  
**Email:** carrollr@fit.edu  
**Job Description:** Supporting the Controller’s Office with basic accounting functions, including data entry in Banner, tracking data with excel spreadsheets, and other duties as assigned  
**Major:** Business Preferred but not required  
**GPA:** N/A  
**Additional Skills:** Proficient in Microsoft Office, including Excel, Word, etc. Friendly, having customer service experience is preferred  
**Pay Rate:** $9-$10 Hour

**Office FWS - College of Engineering and Science**  
**Supervisor:** Sheila Spirito  
**Email:** 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

**Office Assistant - Office of Sponsored Programs (OSP)**  
**Supervisor:** Dr. Donn Miller-Kermani  
**Email:** 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

**Rowing Office Assistant – Athletics**  
**Supervisor:** Adam Thorstad  
**Email:** 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
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 - Office of the Registrar
Supervisor: Jenn Havery Johnson
Email: jhaveryjohns@fit.edu
Job Description: Customer service, greeting guests in the reception area and guiding to the appropriate staff member or department, answering and routing phone calls, alphabetizing, computer work/data entry, filing, scanning/indexing, special projects, sorting and distributing mail, running errands, occasional moderate lifting, and other office duties as assigned.
Major: No Requirement
GPA: No Requirement
Additional Skills: Detail-oriented, excellent computer skills, punctual and reliable
Pay rate: $9-$10 Hour

Athletic Training Office Assistant – Athletics
Supervisor: Kelly Kressler
Email: kkressler@fit.edu
Job Description: Assist with daily tasks of the Athletic Training staff; general office work such as filing, making copies, inventory, etc. Assist with pre-practice setup such as filling and delivering coolers to Athletics Facilities. Maintain cleanliness of the Athletic Training Clinic. General duties as assigned.
Major: Open to All Majors
GPA: Any
Additional Skills: Be able to carry a load, i.e. 10 gallon coolers of ice water with assistance.
Pay Rate: $9-$10 Hour

Funk Collections Assistant - Ruth Funk Center for Textile Arts
Supervisor: Madeline Sweeney
Email: msweeney@fit.edu
Job Description: The Funk Collections Assistant will assist the Collections Manager with closure of business. This includes but is not limited to assisting with cataloging the art, data entry, object photography, object packing, clerical work, and collection storage housekeeping duties. The Ruth Funk Center will be closing and work is not guaranteed through the whole year.
Major: Any
GPA: 2.5
**Office Assistant - Computer Engineering and Sciences**

**Supervisor:** Karen Brown  
**Email:** kbrown@fit.edu  
**Job Description:** Applicant will need advanced MS Office skills.  
**Major:** CSE, SWE, ECE  
**GPA:** $\geq 3.2$  
**Additional Skills:** Will need to sort and deliver mail between two buildings  
**Pay Rate:** $9-\$10 Hour

**Office Assistant - School of Behavior Analysis**

**Supervisor:** Jennifer Fredenburg  
**Email:** 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
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
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
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
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
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
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
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

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**Residence Life Marketing and Communication Assistant - Residence Life**  
**Supervisor:** Jacqueline N Hetherington  
**Email:** jhetherington@fit.edu  
**Job Description:** Work involves performing a range of public communications and/or marketing-related work for Housing & Residence Life. The Marketing Assistant role assists in the development and maintenance of marketing and promotional items within the department. This person will promote Housing & Residence Life activities, events, and schedule posts through social media, publications, and digital signage. Work involves marketing; planning and attending special events; photography as well as some graphic design and production of materials; public relations and education efforts for departmental programs/initiatives. Other duties include assisting with annual market analysis, conducting an inventory of our marketing closet, and also administering our Residence Life resources and equipment inventory and calendar. This role serves as departmental representatives at involvement fairs, the university held special events, and orientation sessions. This role works closely with departments in Housing and Residence Life. Examples of Job Responsibilities: - Assist with department branding and recognition efforts and other marketing initiatives - Assist with departmental graphic design work - Assist with updating and maintaining the departmental digital signage - Assist with updating content on the departmental social media accounts - Assist with showrooms, housing tours, and tabling during Florida Tech recruitment events - Assist with administrative work for major department events - Act as a photographer for important department events/activities. - Other general duties as assigned by supervisor or other professional staff  
**Major:** No Requirement  
**GPA:** 2.5  
**Additional Skills:** Completed at least one marketing project in the past for portfolio  
**Pay Rate:** $10-$11 Hour

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**Student Life Social Media Student Manager - Student Life**  
**Supervisor:** Cat Nanney  
**Email:** cnanney@fit.edu  
**Job Description:** - Drafting and formatting content for social media, email marketing, website, and online calendar to compliment the school’s communications strategy - Compiling analytics reports across various platforms to measure growth and inform strategy - Assisting with special projects including School-related photo shoots, publications, films, and marketing campaigns - Providing general administrative support  
**Major:** Any  
**GPA:** 2.5  
**Additional Skills:** Great communication skills  
**Pay Rate:** $9-$10 Hour
Facilities Positions

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

**Supervisor:** Kevin Burke  
**Email:** 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  
**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  
**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
**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

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**Classroom Facility Attendant – Mathematical Sciences**

**Name:** Muneever Subasi

**Email:** 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

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**Supplies Assistant - Environmental Health & Safety**

**Supervisor:** Selvin McLean

**Email:** smclean@fit.edu

**Job Description:** Assist with COVID-19 supplies distribution.

**Major:** No preference

**GPA:** 3.0

**Additional Skills:** - Capability to effectively utilize information systems (database, email, etc.) to track and analyze data trends and engage all parties in improvement plans. - Effective communication skills including meeting interaction, one to one employee interactions, written communication, email, interdepartmental interactions and cross-functional interactions

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

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

**Supervisor:** Cat Nanney

**Email:** 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  
**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**

**Facility Attendant - Clemente Center (Gym)**  
**Supervisor:** Michelle Robinson  
**Email:** 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  
**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

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

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
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
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
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

Strength and Conditioning – Athletics
Supervisor: Carl Putman
Email: cputman@fit.edu
Job Description: Will be assisting in all aspects of the strength and conditioning program for our 18 athletics teams and 400 student athletes. Specifically, work study will primarily help to clean, disinfect and maintain a safe environment for student athletes to train in. They may also be asked to assist with data entry and office tasks including printing, assisting with our training app and more.
Major: Any major should be applicable; sport management would be most applicable.
GPA: 3.0
Additional Skills: Office and computer skills are preferred.
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
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
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

Lab Assistant – Biology Chemistry and Chemical Engineering
Supervisor: Nasri Nesnas
Email: nesnas@fit.edu
Major: Biology, Chemistry, Biochemistry, or Chemical Engineering
GPA: 3.0 or higher
Additional Skills: Basic knowledge of organic chemistry techniques
Pay Rate: $10-$11 Hour

AV Technician – Gleason Performing Arts Center
Supervisor: Jeffrey Richardson
Email: jRichardson@fit.edu
Job Description: Techs are responsible for special events technical support including, audio, video recording, production experience is encouraged but not mandatory: training is provided. Techs will manage live show production and venue. Experience with video and audio post-production is also helpful.
Major: N/A
GPA: N/A
Additional Skills: N/A
Pay Rate: $10-$11 Hour

Classroom Technician - Lab Support Services
Supervisor: Thomas Couperthwaite
Email: tcoupert@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

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**Lab Assistant - Biomedical and Chemical Engineering and Sciences**  
**Supervisor:** Eric Guisbert  
**Email:** eguisbert@fit.edu  
**Job Description:** Preparation of research laboratory materials including petri plates, stock solutions, and glassware.  
**Major:** BIO  
**GPA:** 3.0  
**Additional Skills:** NA  
**Pay Rate:** $10-$11 Hour

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**Technology Support Center Analyst - Information Technology**  
**Supervisor:** Oscar Williams  
**Email:** 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

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**Programmer for Primate Software – Psychology**  
**Supervisor:** Dr. Kate Talbot  
**Email:** ctalbot@fit.edu  
**Job Description:** Develop computer programs for nonhuman primates using raspberry 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
**Server and Desktop System Technician – Aerospace, Physics & Space Sciences**

**Supervisor:** Csaba Palotai  
**Email:** cpalotai@fit.edu

**Job Description:** The work study will provide support for computer related issues for Palotai’s research group. Tasks may include: - maintenance of the groups Linux servers - maintenance of the group Linux and Mac workstations - updating/upgrading the OS and other software’s - software support (installation, configuration) for the group’s research assistants - writing shell and python scripts that support the work of the group

**Major:** Computer science, or similar  
**GPA:** 3.0 or better

**Additional Skills:** One or more of the skills below is required: Knowledge of and ability to build/maintain computer hardware, familiarity with Linux/Mac/Windows OS, Shell scripting, python/ Fortran/C programming, experience with creating websites

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

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

**Supervisor:** Amitabh Nag  
**Email:** 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

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**Digital Scholarship Lab (DSL) IT Tech - Evans Library**

**Supervisor:** Angela Taylor  
**Email:** ataylor@fit.edu

**Job Description:** This position involves producing and assisting others in the production of a variety of digital media products as well as providing support for library services. Activities include recording and editing virtual reality and 360-degree media, Unity programming, 3D scanning, providing support for technology users on multiple platforms, and a variety of other library-based tasks. Students will work remotely (CAMID Building) and transportation will be available.

**Major:** Any  
**GPA:** Any

**Additional Skills:** Requirements: • Excellent customer service • Ability to troubleshoot hardware and software • Proficiency with Microsoft Office • Video editing skills • Experience with video and photography • Able to work independently • Willingness to learn new programs and skills Knowledge of the following is helpful, but not required: • Unity programming • Adobe Creative Cloud with an emphasis on Premiere • Virtual Reality hardware and software • 3d Scanning and photogrammetry • Audio recording

**Pay Rate:** $10-$11 Hour
**Chemistry Laboratory Tech – College of Engineering and Science**

**Supervisor:** Katherine Legg  
**Email:** klegg@fit.edu  
**Job Description:** Assist with the chemical stockroom window; interact with general and organic chemistry students, and occasionally students from physical or analytical chemistry. Weekly set-up and breakdown of general chemistry teaching labs. This involves chemical solution preparations, washing glassware, equipment troubleshooting, and general laboratory preparation. Occasional handling of chemical waste. Laboratory maintenance and weekly testing of emergency safety equipment (safety showers and eyewash stations).  
**Major:** BCES/OEMS students preferred  
**GPA:** 3.0  
**Additional Skills:** Previous experience beneficial but not required. Training will be provided as needed  
**Pay Rate:** $10-$11

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**Laboratory Assistant – Biomedical and Chemical Engineering Science**

**Supervisor:** Tatiana Karpova  
**Email:** tkarpova@fit.edu  
**Job Description:** Daily laboratory assessment for compliance with safety regulations - Daily monitoring the digital reading from equipment critical for continuous laboratory operation - Regular inspection of department cryo-storage and refill with liquid nitrogen - Fulfill duties related to general lab maintenance, such as tidying up, stocking supplies - Involvement in preparation and maintaining the chemical inventory in the labs - Additional duties include: sorting the mail, assembling prospective students orientation folders, copying, scanning documents.  
**Major:** BIO, CHEMISTRY, BME, Chemical Engineering  
**GPA:** 2  
**Additional Skills:** Laboratory Compliance knowledge. Safety practice for transporting liquid nitrogen  
**Pay Rate:** $10-$11 Hour

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**Engineering Tech - Center for Advanced Manufacturing and Innovative Design (CAMID)**

**Supervisor:** Deep Patel  
**Email:** deep@fit.edu  
**Job Description:** This is a position to assist with the development and operation of the College of Engineering and Science (COES) CAMID facility. The work study students will work with a variety of different projects and equipment, including computer aided design (CAD), virtual reality, hologram tables, motion capture, additive manufacturing (3D Printing), machining, welding, etc. No prior experience is required. Just a willingness to learn. All required training will be provided.  
**Major:** Any  
**GPA:** 2.8  
**Additional Skills:** Ability to work at an off-campus facility located at 2495 Palm Bay Rd NE, Palm Bay, FL 32905  
**Pay Rate:** $10-$11 Hour

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**Coral Imaging and Data Technician – Ocean Engineering and Marine Sciences**

**Supervisor:** Robert van Woesik  
**Email:** rvw@fit.edu  
**Job Description:** Scanning, organizing, compiling, and analyzing underwater images
**Indian River Lagoon Lab Technician - Ocean Engineering and Marine Sciences**

**Supervisor:** Kevin Johnson

**Email:** 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

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

**Supervisor:** Marc Baarmand

**Email:** 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

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**Aquarist - Office of the President**

**Supervisor:** Becky Crook

**Email:** 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

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**Academic Positions**

**Tutor - Mathematical Sciences**

*Supervisor:* Dr. Muneever Subasi  
*Email:* 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

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**Peer Tutor - Academic Support Center**

*Supervisor:* Kawanda Rembert  
*Email:* krembert@fit.edu  
*Job Description:* Peer tutors work with students one on one or in a group setting to provide clarification of course concepts, model problem solving strategies, and review material based upon the students specific needs.  
*Major:* Any  
*GPA:* 3.0 or higher  
*Additional Skills:* Students must have an A in the course they wish to tutor  
*Pay Rate:* $9-$10 Hour

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**Research Assistant -- Planetary Atmospheres Observation and Modeling – Aero Space, Physics, and Space Science**

*Supervisor:* Csaba Palotai  
*Email:* cpalotai@fit.edu  
*Job Description:* The research assistants will be involved in studying various phenomena focusing on planetary sciences, including but not limited to observations and modeling of gas giant and ice giant atmospheres, studying atmospheric impacts. Tasks will include processing data from the planetary data archives, developing software tools for the analysis and visualization of the output from computer simulations.  
*Major:* Physics, Astronomy & Astrophysics, Planetary Sciences, Computer Sciences, or related field  
*GPA:* 3.0 or better  
*Additional Skills:* prior programming experience in Python is preferred but not required  
*Pay Rate:* $10-$11 Hour

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**Tutor – Writer’s Den**

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

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**Animal Behavior Research and Analysis – Psychology**  
**Supervisor:** Darby Proctor  
**Email:** dproctor@fit.edu  
**Job Description:** Student will assist in the technical aspects of animal behavior research and analysis. This includes data analysis using the statistical program R, image processing using imagej, mapping animal enclosures using Arc GIS and managing a behavioral database using Access.  
**Major:** Psychology  
**GPA:** 3  
**Additional Skills:** R, imagej, access, arc GIS  
**Pay Rate:** $10-$11 Hour

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**Research Assistant – Biomedical, Chemical Engineering & Science Department**  
**Supervisor:** Rudi Wehmschulte  
**Email:** 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

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**Fisheries Research Assistant – Ocean Engineering, Marine Science**  
**Supervisor:** Ralph G. Turingan  
**Email:** turingan@fit.edu  
**Job Description:** To assist in conducting research in the fisheries and aquaculture laboratories. Duties include maintenance of research set-up including fish-tanks, water-quality monitoring, data collection and analysis, and field sampling.  
**Major:** Basic computers skills including Wor, Excel, etc.  
**GPA:** 2.0  
**Additional Skills:** Willing to work with a group of students and principal investigators.  
**Pay Rate:** $9-$10 Hour

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**Research Assistant - College of Business/Center for Innovation Management & Business Analytics**  
**Name:** Abram Walton  
**Email:** 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

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**Biofouling Research Assistant - Ocean Engineering & Marine Science**

**Supervisor:** Kelli Hunsucker

**Email:** khunsucker@fit.edu

**Job Description:** We are looking to hire a student to assist with biofouling research projects. A successful candidate will be comfortable using hand tools, data entry and manipulation. They will be responsible for assisting with projects in the laboratory, constructing platforms for biofouling testing, literature searches, and maintaining large data sets.

**Major:** Oceanography, Ocean Engineering, Environmental Science, Marine Biology

**GPA:** 3.0

**Additional Skills:** Excel, PowerPoint

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

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**Community Service Positions**

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

**Supervisor:** Krishna Patel

**Email:** 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

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

**Supervisor:** Krishna Patel

**Email:** 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

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**iDesk Assistant - Evans Library**

**Name:** Angela Taylor  
**Email:** 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

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

**Supervisor:** Adrienne Stewart  
**Email:** 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

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**Copy Center Office Assistant**

**Supervisor:** James Breckenridge  
**Email:** 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