

Federal Work Study Program Job Listings (On Campus Jobs)	Updated 10/17/17					
Department	Contact Name	Phone	Contact Email	Time Needed	Job Location	Job Description or Special Notes
Academic and Professional Program Services	Constance Lee	644-7530	cplee@campus.fsu.edu			
Academic Computing Network Services or Information Technology Service	James Renner	645-7980	jrenner@fsu.edu	Flexible hrs. 10hrs/week	Union and Carothers Computer Labs	Monitor computer labs, data entry updates, and proficiency with Microsoft Excel preferred.
ACE Learning Studio	Andrew Bruckner	850-644-0186	bruckner@fsu.edu	afternoons & evenings	Johnston Ground (WJB)	Looking for multiple student workers for front desks to answer phones, filing, copying and greeting students. Use of computer software to sign students in/out, make tutoring appointments, and check out study rooms and equipment. Excellent customer service and clerical skills are required. Must be friendly, polite, fast learner and have good communication skills.
ACE Learning Studio	Kim Jin	645-9151	hjin2@fsu.edu			
Admissions and Records	Alicia Rivera	644-7118	arivera2@fsu.edu			
Adult Learning Evaluation Center	Eve Wettstein	644-3611	wettstein@coes.fsu.edu			
Advising First	Courtney Zapata	644-1089	czapata@fsu.edu	Monday-Friday 8am-5pm	Various Locations On Campus	Looking for multiple student workers for front desks to answer phones, filing, copying and greeting students. Use of computer software to sign students in/out, make tutoring appointments, and check out study rooms and equipment. Excellent customer service and clerical skills are required. Must be friendly, polite, fast, learner and have good communication skills.
Alumni Association	Marquis Washington or Jennifer Tobias	644-2761 or 644-2189	mwashington3@fsu.edu ; jtobias@fsu.edu	8-12 & 1-5 Monday - Friday. Hours may be split between multiple positions.		Someone who is in the business/marketing field would be helpful. : A valid Driver's License in excellent standing is recommended for this position. Customer Service/Clerical - Answering phone; Greeting Visitors; Filing; Assisting Office Staff with Projects/Events. Good Communication

Advisor Training and Development - Undergraduate Studies	Chris Boyd or Addison Reekes	644-3253	cboyd@fsu.edu or areekes@fsu.edu	<u>Flexible.</u> Approximately 10 hours a weekly. Mainly 8-5. M-F but occasional weekend and / or evening hours may be included.	4316A University Center	Duties are primarily clerical support for Phi Eta Sigma and advisor training. Members of the Phi Eta Sigma Honor Society should apply for this position. Preference will be given to Phi Eta Sigma members who make arrangements to be interviewed before August 28.
Antarctic Marine Geology Research Facility	Sherwood Wise	644-6265	swise@fsu.edu	Anytime during working hours (8:00 AM to 5:00 PM).	AMGRF Annex to the Carraway Bldg. rm 221(west side, across from the Book Store)	We are eager to have more FWS students come work in our Antarctic Marine Geology Research Facility (AMGRF). All kinds of skills are needed from computers, record keeping, to the more geologic tasks. We need students to help us sample, handle, describe and curate our national collection of over 7,000 Antarctic Sediment Cores plus related data entry and computer work on our web site. A geology background not required for many of our important tasks.
Anthropology	Malinda Carlisle	644-4281	mcarlisle@fsu.edu			
Art	Rob Berg	644-6478	rberg@admin.fsu.edu			The Department of Art is looking for work study students to work in our dynamic and ever- changing department. We have many opportunities that involve working in labs and studios, on the website, and on a multitude of other special projects. The department has a variety of shifts availability including: daytime, nighttime, and weekend hours.
Art History	Jean Hudson	644-3436	jhudson@fsu.edu		William Johnston Building Room 1019	Several positions for student assistant. Each assistant is typically assigned to a variety of tasks, including main office reception (afternoons 2:30-5), monitoring of computer lab and / or art library (weekdays between 8 and 4). Errands around campus(walking or by bus, weekdays between 8 and 2), assistance with department event setup and cleanup, and basic office/clerical work. The only requirements are a pleasant, professional attitude and good work ethic - it is crucial that student assistance maintain a reliable schedule, get to work on time. and let us know as soon as possible ahead of time in case of absence.
Athletics	Charla Phinney	644-0416	cphinney@admin.fsu.edu			

Biological Science	Theresa Jepsen (Greenhouse Manager)	661-8514	tjepsen@bio.fsu.edu	10 hours anytime M- F, 8-5	Mission Rd Research Facility 2606 Mission Rd	Various duties related to greenhouse maintenance, wash/disinfect pots used for research and teaching, and other assigned tasks. While working with your hands, you can still listen to your lectures, music, etc. The setting is the beautiful Mission Rd greenhouse where you will have exposure to cool plants used in research and teaching!
Biological Science	Jonathan Dennis	645-9274	dennis@bio.fsu.edu			"Assistance in running a biomedical research laboratory"
Biological Science	James M. Fadool	644-3550				
Biological Science	Debra Ann Fadool	617-633-0713	dfadool2bio.fsu.edu	3 hrs./day 5 days /wk	King life Science Bldg., Rm 3014 (Lab) rm 3008 (ofc)	Lab Asst of Physiology Research Lab- Duties include assisting the lab head in maintenance of transgenic mice colonies, pcr-based genotyping of mouse litters, supply accounting of expenditures, amkiin physiological
Biological Science/ Research Assistant	Karen McGinnis	645-8814	mcginnis@bio.fsu.edu	10 hours per week	King Life Sciences Building	May include lab work, field work or data entry
Biological Science	Brittany Kraft	644-6826	bkraft@bio.fsu.edu	10 hrs./wk	425A Carothers Hall	Looking for Biology Majors to assist as support staff in BSC1005/L - General Biology. Prep room desk clean up, computer & Technical equipment updating & troubleshooting, lab prep.
Biological Science	Takayo Sasaki	645-7584	sasakit@bio.fsu.edu	2hrs/day, 5 days/week or 3-4hrs/day, 3 days/week. 10 hours per week	King life Science Bldg., Rm. 3070	Assistance in running a biomedical research laboratory. Tasks will be determined by previous training, experience, and current performance.
Biological Science	Geoff Brown	644-9839	gjb07c@admin.fsu.edu	10 hours per week	1060 King	"Biology Majors to assist with assuring BSC2010L and BSC2011L labs run smoothly. Tasks include: prep and break down of weekly lab supplies and equipment; lab clean up; solutions; care and feeding of live terrestrial, fresh- and salt- water organisms."
Biological Science Imaging Resource	Duncan Sousa		dsousa@fsu.edu	9am to 7pm M-F	119 Bio Unit 1, 89 Chieftain Way	State of the Art Facility offering both transmission electron microscopy (TEM) and light microscopy (LM) instrumentation and resources. Assist BSIR staff with equipment maintenance, bookkeeping, webpage design, facility user questions, and more. Must be punctual, comfortable working with delicate instrumentation or spreadsheets, and be willing to learn quickly on the job. Training will be provided.
Biology	Austin Mast	645-1500	amast@bio.fsu.edu			

Biology	Kathryn Jones	645-8743	kmjones@bio.fsu.edu			"Work in a microbiology/plant biology laboratory. Hours flexible. Biology, Biochemistry, Chemistry, Food Science and Nutrition or Exercise Science majors preferred. 3.0 GPA"
Biology	Dr. Yu	644-5441	hyu@bio.fsu.edu			
Biology	Bonnie J. Garcia-Gloeckner	644-3099	bgarcia@bio.fsu.edu	10 hrs./wk	1067 King	Biology majors - Assist in the undergraduate advising office. Tasks may include, but are not limited to answering telephones, greeting guests, filing, copying, scanning, shredding, errands, etc. Must be able to work Mon-Fri, between 8:00 am to 5:00pm. Knowledge of applicable computer applications and basic computer understanding. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships. Knowledge of filing procedures. Ability to operate office equipment. Must be courteous and respectful.
Biology	Emily DuVal	644-2467	duval@bio.fsu.edu			
Biology	Hank Bass	644-9711	Bass@bio.fsu.edu		HW Bass lab, Biol. Sci. KIN bldg.	Assistance with various aspects of biology research laboratory. May include office, computer, microscopy, or field work- commensurate with abilities of the FWS student. The Bass lab studies genetics, genomics, and mechanisms of inheritance, using maize molecular genetics and 3D cytology of the nucleus.
Biology	Ken Roux	644-5037	roux@bio.fsu.edu			
Biology	Brian Inouye		binouye@bio.fsu.edu	2 to 4 hours per week		Maintenance of insect colonies, help with experiment preparation (weighing, cleaning, counting) . Bio major or person with interest in insects strongly preferred

Building Services	Cynthia Vedo	645-0175	cvedo@fsu.edu		Administrative Office	Dependable with great communication and customer service skills. Assist with filing, answering phones, running errands to and from other departments, data entry, and other miscellaneous day to day administrative duties as needed. Must have basic knowledge of how to use Microsoft Windows, Excel and Word. Valid Drivers License required.
Calcareous Nannofossil and	Dr. Sherwood W.	644-6265	swise@fsu.edu	Hours to be arranged	Room 218 Carraway Bldg. and in the AMGRF (Carraway Annex)	In the Nannofossil/Diatom Lab we need help preparing marine sediment samples in order to extract the microfossils we study in our research. Students working in this lab can also help in our "Antarctic Marine Geology Research Facility" (see that listing above).
Campus Recreation	Jenna Ulewicz	644-0549	jenna.ulewicz@fsu.edu			<p>Campus Rec hires FWS student employees to work alongside its over 700 student staff members each year at the Leach Center, Fitness & Movement Clinic, FSU Reservation, Fitness & Wellness, Intramural Sports, Aquatics, and Outdoor Pursuits. Jobs are available as customer service attendants, fitness trainers, intramural sports referees and umpires, lifeguards, and outdoor adventure trip leaders.</p> <p>Interested FWS students should apply for a Campus Rec student job during the regular application and hiring period with other non- FWS students (no special application or hiring period). When hired, FWS students can obtain FWS wages while working in these jobs; please notify the staff during hiring process of your FWS status. Please see http://fsu.campusrec.com/staff/ for hiring periods for a particular Campus Rec student job. Hiring takes place throughout the year and varies by facility or program area.</p>

Career Center	Kelly Riser	644-6439	kriser@fsu.edu	All positions are for 10 hours/week	For all the location is DSC (Dunlap Success Center) in the Career Center	<p>Students interested in positions at The Career Center send an email with the position you are applying, contact information, and a copy of your resume attached to Robin Miller, rcmiller@admin.fsu.edu. Resumes will then be forwarded on to the respective areas.</p> <p>HR/Finances Administrative Assistant This position will help provide a variety of clerical support with regards to HR and Finances. Duties include basic office duties (filing, copies, organizing) and running department errands on campus. Student must be proficient with Microsoft Word, Excel, & Outlook, good written and verbal communication skills, customer service, and hard-working. Great opportunity for students interested or currently completing a Human Resources or Finance major.</p> <p>Communications/Marketing Assistant: Administration Must have an interest or experience in one of the following areas: marketing, public relations, advertising, or graphic design. Proficiency in the use and application of Adobe Photoshop and InDesign required.</p> <p>Technology Assistant: Administration Must have a general working knowledge of personal computers; good organizational skills; adaptable; excellent customer service skills; ability to attend to detail; must be a team</p>
Center for Academic Retention and Enhancement (CARE) (Includes: Summer Bridge Program, Upward Bound & CROP)	Jennifer Daniels	644-9699	jdaniels@admin.fsu.edu			<p>Looking for multiple student workers for front desks to answer phones, filing, copying and greeting students. Use of computer software to sign students in/out, Tutors, make tutoring appointments, and check out study rooms and equipment. Excellent customer service and clerical skills are required. Must be friendly, polite, fast learner and have good communication skills.</p>
Center For Advanced Power Systems (CAPS)	Nancy Rainey	644-1035	rainey@caps.fsu.edu			<p>Located over in the Innovation Park - buses do go over there - need help in the morning and afternoon. Clerical office staff to work in Microsoft programs and some Share point - will train</p>
Center for Aero propulsion, Mechatronics & Energy (AME)	Jackie Kornegay		jkornegay@fsu.edu			<p>General Office & receptionist duties. Runner, check and sort mail, assist in maintaining conference room calendar, event set up and clean up, maintain and organize data on special projects as needed. Other duties as needed.</p>

Center for the Advancement of Human Rights	Terry Coonan	850-644-4550	Tcoonan@fsu.edu			Looking for a student to help redesign our website and help us coordinate a social media presence for CAHR.
Center for Demography and Population Health	Barbara Rousseau or Angela Perry	644-1762 or 644-7112	brousseau@fsu.edu or Aperry2@fsu.edu	2 positions		Responsible for the upkeep of small Demographic Library. Knowledge in library cataloging preferred. 2nd position is clerical - assist Admin. Asst. with office duties
Center for Global Engagement	Rachel Keller	850-644-4636	rdkeller@fsu.edu	Varies Approx. 10 hrs./week	GME Building "The Globe"	Several opportunities available: Front Desk staff, Events Staff, Clerical Support Staff, Social Media Specialist, IT Assistant
Center for Health Advocacy & Wellness (CHAW)	Sadiki S. Perry	645-4869	sperry@fsu.edu	Flexible		Looking for students who are interested but not limited to in greeting guests, answering calls, distribute packages, assist with CHAW office in scheduling, Healthy Campus initiatives, and health education and other marketing materials as needed. Must have prior knowledge of Microsoft Office and excellent customer service skills.
Center for Information Management & Education Services (CIMES)	Kev Sullivan	645-9858	ksullivan3@fsu.edu	2 positions, --Office Assistant Work time can be flexible	210- A Sliger Building, Innovation Park, 2035 E. Paul Dirac Drive	Requirements: Assist Accounting Specialist with daily operations of the department. Small event planning e.g. birthdays & employee team building gatherings. Keep track of employee's birthday for the purpose of organizing birthday lunches. Provides admin. support for project teams. Manages department's supply inventory and ensures supply closet is properly organized. Answering phones. Attention to detail. Comfortable communicating professionally. Experience with Microsoft products, especially Word & Excel. Knowledge of Outlook. Please check our website to see how our education and professional qualifications will be enhanced by working with us! We LOVE Work Study students and are open to all majors! Send resume + cover letter (optional) to: ksullivan3@fsu.edu http://cimes.fsu.edu/
Center for Intensive English Studies	Olivia James	645-9987	oci08@admin.fsu.edu			Responsibilities include basic office skills. Develop program descriptions for specific graduate and undergraduate programs at FSU. Help document important statistics for CIES and the Dean of Graduate Studies. Meet with International students and learn about their specific needs, Help design filing and organizational systems that will best classify important information, and other duties as

Center for Leadership & Social Change	Linnea Stutts	645-4555	lstutts@fsu.edu			<p>Student Assistants are responsible for performing a variety of clerical tasks to include answering telephones, responding to routine questions, and referring calls and visitors to appropriate staff. Additionally, they are responsible for assisting in the maintenance of the departmental vans and maintaining the filing system for driver's records. Student Assistants may also run errands, organize spaces, work at tabling events, and help complete short-term projects. Must be available Monday through Friday between 8am and 5pm to work.</p> <ul style="list-style-type: none"> • Knowledge of applicable computer applications and basic computer functions. • Ability to communicate effectively verbally and in writing. • Ability to establish and maintain effective working relationships. • Knowledge of office practices and procedures, including filing and the operation of standard office equipment. • Knowledge of office and telephone etiquette. • Ability to perform basic mathematical calculations. • Ability to alphabetize and file numerically.
Center for Leadership & Social Change	Sandi White	644-8365	sewhite@admin.fsu.edu			<p>This position is in the Finance/Administration cluster at The Center.</p> <p>Student should be able to work 8-10 hrs./wk., preferably working 1-2 hrs. a day Monday- Friday.</p> <p>Student must have a valid driver's license, proof of car insurance, and a good driving record. (Driver's history will be done before offer is made)</p> <p>Duties may include:</p> <ul style="list-style-type: none"> -Help to maintain 8 departmental vans (getting gas, maintain van logs and help driving to be repaired/serviced). -Basic office duties: filing, refilling copiers with paper, making copies, organizing spaces, etc. -Running department errands on and off campus. -Reception desk coverage when needed - must be comfortable answering phones and helping students/visitors to The Center. -Helpful, pleasant, and willing attitude desired

Center for Leadership & Social Change - Ambassador Program	Hannah Recinella	644-1382	hrecinella@fsu.edu			<p><i>Would you like to make a positive impact on your local community and FSU? If so, the Community Ambassador Program might be for you! The FSU Community Ambassador Program selects key students to serve as liaisons between a partnering local non-profit agency and Florida State University. As an FSU Ambassador, we ask that you work a minimum of 10 hours a week at one of our community partner agencies for both the Fall and Spring semesters. In addition to assisting with the recruitment, training, and organization of FSU student volunteers at your placement site, part of your work will also consist of providing direct service to your agency in order to meet any of their specific needs.</i></p> <p><i>Benefits of the Ambassador program include:</i></p> <ul style="list-style-type: none"> <i>• Documentable Professional Experience</i> <i>• Leadership experience</i> <i>• A greater understanding of non-profit work and important social issues</i> <i>• A greater understanding of the needs of the community</i> <i>• A greater understanding of university resources</i> <i>• Federal Work Study hourly pay (\$9.00/hour if you qualify)</i> <p><i>If you are interested in this opportunity and want more information about the Ambassador Program, our Partnering Agencies and how to</i></p>
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Center for Leadership and Social Change, Peace Jam	Rody Thompson	645-8782	rthompson@admin.fsu.edu			<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Understands and articulates the Peace Jam mission, Peace Jam programs, and the Global Call to Action with ease. • Supports the Peace Jam staff in preparing for major events. • Creates and maintains resources, reports, and databases. • Serves as a leader and role model for other students by acting professionally and responsibly. • Represents and promotes the Peace Jam program on campus and in the community. <p>Qualifications:</p> <ul style="list-style-type: none"> • High degree of organizational skill and problem-solving ability • Enthusiasm for the goals and values of Peace Jam • Good work ethic with a commitment to completing tasks in a timely fashion • Willingness to be a team player, consistently respecting the rights and integrity of others • Desire to learn and grow professionally and personally
Center for Leadership and Social Change, Youth Programs	Joi Phillips	644-9567	jnphillips@admin.fsu.edu			<p>Job description I: Assistant Mentor Coordinator (AMC): To serve as an AMC you must meet the following requirements: -You must have a good driver's history (as decided by the Department of Motor Vehicles) and valid car insurance -You must be able to successfully pass a Level II FBI Criminal Background Check and Sexual Predator Check -You must attend ONE 3 hour mentor training session at the beginning of the semester</p> <p>Job description II: Work-study Mentor - As a mentor you will be required to work with a child or group of children for the duration of the semester. Areas of assistance range from math, science and reading to creating enrichment activities for children (i.e. starting a drama club, creating an art club, etc.). You will create your own work schedule based on your availability. You must be able to successfully pass a Level II FBI Background Check and Sexual Predator Check given by Leon County Schools and attend ONE 3 hour mentor training session.</p>

Center for Leadership and Social Change	Erica Wiborg	850-645-6856	ewiborg@fsu.edu		Dunlap Building	This work study position will work with the <i>Leadership Development Cluster</i> . Assist with marketing and recruitment for various programs. Support logistical needs for intentional leadership learning opportunities for students. Support on-going assessment through data inputting and sharing. Assist with developing training and education for students and student organizations in their leadership, service, and intercultural learning and practice.
Center for Leadership and Social Change	Cyntheria Jackson	850-644-3342	cmjackson@fsu.edu	8-10 hours M-F	Dunlap Building	Job description: Work specifically with the Identity Exploration Cluster. Perform various tasks such as daily operations, upkeep, assisting with cluster programs, front desk, maintaining vans, cleaning the building, research and training related to multiculturalism, and helping with special projects. Requirements: Have a valid drivers license, insurance and good driving record. Basic computer skills and basic research experience. FSU email address for work-related tasks
Center for the Advancement of Human Rights	Vania Llovera	644-4551	vllovera@admin.fsu.edu			Needs student assistant
Challenger Learning Center (part of FAMU-FSU College of Engineering)	Bonnie Halsell	850-645-7771	bhalsell@challengertlh.fsu.edu	Open 363 days/year; over 80 hours per week; and days times will vary	CLC	Receptionist - answering phones, filing, making copies, etc. Host Staff - Guest Services (Box Office, Gift Shop, Concessions), greet customers, assist school groups, sell tickets, stock concession, operate concessions Marketing/Event Planner - assist Marketing Manager with marketing projects and events (must have taken some marketing/PR courses) Graphic Artist - design promotional graphics, must be proficient in Adobe Suite software Education Assistant - assist K-12 students with Space Simulator, conduct science activities, and Camps (must be Education major or a STEM subject area) Special Note: All positions require fingerprints and Level 2 Background Check
Chemistry and Biochemistry	Mimi Hamrick	644-1287	mhamrick@chem.fsu.edu			Secretarial skills
Chemistry and Biochemistry	Debra R. Baxley	644-1034	dbaxley@chem.fsu.edu			Accounting skills

Chemistry and Biochemistry Lab	Hong Li	644-6785	hli4@fsu.edu	5-10 Hours M-F		The job involves cleaning lab glass wares and making lab stock solutions, 5-10 hours per week depending on the students schedule. The student has the opportunity to interact with graduate students and postdoctoral fellows, and is welcome to be involved in research at a later
Chemistry and Biochemistry	Dr. David Gormin	644-3812	dgormin@fsu.edu			we need a lab technician to help with preparing experiments for undergraduate lab courses in Physical and Analytical chemistry. Skills and knowledge required: some chemistry coursework or experience working in a science lab. Flexible hours. Excellent learning opportunity for an aspiring physical or analytical chemist.
Chemistry and Biochemistry / Support Services	Bill Madden	644-4559	madden@chem.fsu.edu			
Cimes Department	Kevwe Sullivan	645-9858	ksullivan3@fsu.edu	10 hours m-F	210 - A Sliger Building, Innovation Park, 2035 E. Paul Dirac Drive	2 office assistant Assists Accounting Specialist with daily operations of the department. Small events planning e.g. birthdays and employee team building gatherings: Keeping track of employee's birthdays for the purpose of organizing birthday lunches. Provides admin. support for project teams. Manages department's supply inventory and ensures supply closet is properly organized. Answering phones, Attention to detail, Comfortable communicating professionally Experience with Microsoft products, especially Word and Excel. Desk-top support experience for troubleshooting and evaluating computer issues / error messages. website: http://cimes.fsu.edu/
Civil and Aeronautical Engineering	Belinda Morris	410-6139	bmorris@eng.fsu.edu			early mornings or late afternoons (ex. 8-12 & 12-5) also willing to work Fridays. Must be able to promote computer tasks on Excel and MS Word, able to drive to run errands, conscious of their dressing. Science lab positions also available.
Civil Engineering	Professor Tarek Abichou	850-410-6661	abichou@eng.fsu.edu		Engineering Bldg.	Office Assistant. Assist graduate students and professor in data entry and report editing. Assist in laboratory experiments. Reasonable computer skills.

Coastal and Marine Laboratory	Courtney Feehrer	850-697-4120	CFeehrer@fsu.edu			<p>Job Description or Special Notes: Coastal and Marine Laboratory (CML) at St. Teresa is seeking qualified candidates for a Federal Work Study student assistant position. The student assistants will perform a variety of clerical support functions in the CML administrative office. This position will function to assist the CML administrative staff and promote a positive work environment for students, faculty, and staff both in person and by telephone.</p> <p>Knowledge of applicable computer applications and basic computer functions, including proficiency with Microsoft Excel & Word, is required. There is an FSU shuttle available Monday through Thursday from main campus to CML.</p>
COE, Office of Information and Instructional Technologies	Dina Vyortkina	644-9623	dvyortkina@fsu.edu			<p>good customer service attitude and technology skills needed. Please send resume.</p>
COE, Office of Information Management and Educational Services	Rebecca Augustyniak	644-5602				
College of Arts and Sciences, Dean's Office	Katherine Holton	644-0713	kholton@fsu.edu	8am-5pm Adjusted to class schedule	Longmire Building	<p>Office support- hours to be determined between supervisor and employee. Student workers are responsible for a variety of tasks to include, but not limited to : greeting guests, answering telephone, inputting information, limited filing, copying and scanning. Basic computer skills and knowledge of Microsoft Office is required. Also, require ability to communicate effectively verbally and in writing. Office skills required and must be courteous and respectful. This position requires compliance with university policy on safeguarding of confidential financial and personal information. Applicants should inquire about position with resume, skills list and pertinent contact information in email to Katherine Holton. Please identify position for which you are seeking employment.</p>

College of Arts and Sciences, Dean's Office	Katherine Holton	644-0713	kholton@fsu.edu	8am-5pm Adjusted to class schedule	Longmire Building	Assistant to the development coordinator- The College of Arts and Sciences, deans Office is looking for a self-motivated student who can assist the special events coordinator. Job responsibilities include, but are not limited to, organizing donor and event files, picking up and dropping off materials, assembling event materials (such as invitations, programs, name tags, meeting packets, etc.). Help mailing out thank you notes from the dean. Must have a valid drivers license. Moat be proficient in Microsoft word and excel. Proficient in Adobe Photoshop and InDesign is preferred. This position requires compliance with university policy on safeguarding of confidential financial and personal information. Applicants should inquire about position with resume, skills list and pertinent contact information in email to Katherine Holton. Please identify position for which you are seeking employment.
College of Business / Computer Lab	Lee Browning	644-8990	lbrowning@cob.fsu.edu			Computer lab - flexible hours
College of Business/Accounting Department	Esther Widener	644-2776	ewidener@business.fsu.edu			Job title: Receptionist Hrs. Needed: 10 hrs./week M-F Dependable, good telephone manners, ability to greet the public. Answering phone for the department, helping students with questions, assisting in office duties (e.g., photocopying, typing, running errands); miscellaneous duties.
College of Business/Management	Jill Gordon	644-5507	jgordon@business.fsu.edu			
College of Business/Marketing	Lynne Emge	644-4091	lemge@cob.fsu.edu			CLERICAL- Basic to advanced office support functions, may include word processing, filing, running errands, reception, and information desk duties, answering phones, scanning documents
College of Business/Undergraduate Program Office & Advising Center	Maketa Austin	644-3892	mdaustin@business.fsu.edu	M-F flexible hrs. esp. between 11-2	328 RBB	Answer phones and directing calls, filing, running errands, and assisting staff as needed.
College of Business-Risk Management/Insurance, Real Estate & Legal Studies	David Calhoun	644-4076	dcalhoun@business.fsu.edu		College of Business	Basic to advance office support. Looking for students who have intermediate knowledge of Microsoft computer applications, attention to detail, conscientiousness, and reliability. Please send email to set up an interview. ROTC students are encouraged to apply.

College of Communication and Information /Dean's Office	Paul Park	644-8113	paul.park@cci.fsu.edu			Office assistants should be professional and have a good customer service attitude. General office duties including: Receptionists - taking messages, picking up and distributing mail, making copies, assisting office personnel with special projects, etc.
School of Information	Elaine Howard	644-8125	Elaine.Howard@cci.fsu.edu			Clerical - Must be proficient in utilizing a computer and knowledgeable and proficient in the use of Microsoft Excel. Previous clerical experience is helpful, but enthusiasm and willingness to learn is key. Tasks may include answering phones, greeting visitors, filing, scanning and shredding confidential documents. May run errands on campus. Must be dependable, hard-working and must take
College of Communications and Information Advising Center	Arlin Robinson	644-0817	atrobenson2@fsu.edu			This position consist of performing office duties such as answering and returning phone calls, setting up advising appointments, printing reports, maintaining the advising filing system and helping with advising center projects. Ability to handle confidential records is required. Must be energetic and professional.
College of Criminology and Criminal Justice	Dana Behnke	644-9845	dbehnke@fsu.edu	jgordon@business.fsu.edu		Part time office assistants. Duties include but are not limited to: greeting students and visitors, answering phones, filing, copying, running errands on campus, assisting staff and faculty, other general clerical duties.
College of Education / Dean's Office						Send resume via email
College of Education / Recruitment and Retention	Robert Moore	644-6798	rmoore@coe.fsu.edu			
College of Education / Sport Management	Erika Bettilyon	644-7197	ebettilyon@admin.fsu.edu			
College of Education Office of Information and Instructional Technologies	Dina Vyortkina	644-9623	dvyortkina@fsu.edu	Flexible; M-F 9am-5pm, 10 hours a week	Stone Building: OIIT TechSandbox	We have multiple positions open. A successful candidate will have skills in customer service and technology, be detail oriented, and possess positive attitude. Please email resumes to Dr. Dina Vyortkina.
COLLEGE OF EDUCATION/DEANS OFFICE	JANICE REED	644-1141	REED@COE.FSU.EDU			

College of Engineering	Cynthia Harley	850-410-6328	charley@fsu.edu		2525 Pottsdamer St.	Engineering Library Assistant: Ability to communicate verbally and in writing. Experience with applicable computer applications and basic computer functions. Prioritizing, organizing and performing multiple work assignments. Assign patrons of the engineering community with checking out materials including but limited to course reserves, media equipment and other circulation materials. Other responsibilities as needed.
College of Graduate Studies	Shenika Turner		sturner2@fsu.edu			
College of Law Research Cen	Calvin Holloway	644-3485	chollowa@law.fsu.edu			Please contact Calvin Holloway, Circulation Supervisor room L205D at the Research Center.
College of Medicine	Lynn Green	645-8946	lynn.green@med.fsu.edu			Student workers are responsible for a variety of tasks depending on the department. Tasks may include, but are not limited to answering telephones, greeting guests, filing, copying, scanning, shredding, errands etc. Students must be able to work Monday-Friday, between 8:00 AM-5:00 PM. Typically preferred skills: Knowledge of applicable computer applications and basic computer understanding. Ability to communicate effectively verbally and in writing Ability to establish and maintain effective working relationships. Knowledge of filing procedures. Ability to operate office equipment. Must be courteous and respectful. Please send requests in email to the College of Medicine, they will be forwarded to each individual department. Please provide a resume, skills and all pertinent contact information when emailing your interest.
College of Music/ Admin Office	Tiawana Linton-Meeks	644-4649	tmeeks@admin.fsu.edu			Duties include but are not limited to: greeting students and visitors, answering telephones, filing, copying, assisting staff and faculty, other general clerical duties.
College of Music/ Opperman Music Hall	Nicholas Smith	644-5486	nrsmith@admin.fsu.edu	flexible hrs. 10-	College of Music (KMU,	Stage Technicians
College of Music/ Fiscal Office	Stephanie Kemp or Michelle Pohto	644-0415 or 644-9254	skemp@fsu.edu			Please contact any of the Music departments that are listed.

College of Music / Choral Office	Andre Thomas	644-5084	athomas@admin.fsu.edu			Looking for an intelligent, reliable student with good computer skills who can assist in basic office duties at the College of Music. It is a very pleasant and low-stress office environment. Reliability is a strong factor as well as having a cheerful, upbeat attitude when asked to do filing, copying, archiving, errands, etc. Please contact me at your earliest convenience if you are interested.
College of Music/Instrument Storage	Brad Rohrer	644-2272	brohrer@fsu.edu	M-F weekend hours	HMU112	Checking in/out musical instruments and accessories, lockers, stands, etc. Securing rooms before /after
College of Music / Opera Office	Caroline Bankey or Julia Bradley	644-5248	jbradley@admin.fsu.edu or cbankey@fsu.edu			Assisting with tasks related to the Opera Costume department. Tasks include: Sewing, organizing costume storage, care and maintenance of existing costumes, etc.
College of Music/Library	Avis Berry	644-0417	aberry@fsu.edu	Mornings, afternoons, evenings & weekends	Housewright Music Bldg.	The Music Library is looking for FWS students that have an interest in libraries. We are looking for students to assist with shelving, shelf reading, stacks maintenance, and other duties as necessary such as customer assistance and/or general cleaning. Music background is preferred but not required.
College of Music/ Mail Room	Jennie Carpenter	644-3424	jrh03@admin.fsu.edu			Office assistants should be professional and have a good customer service attitude. General office duties including: Answer phones and directing calls, picking up and distributing mail, making copies, assisting office personnel with special projects, etc.
College of Nursing Simulation Lab	Maria Whyte	645-0657	mwhyte@fsu.edu	TBD	Duxbury Hall (Nursing Bldg.)	Health Science related students , business, film, athletic training or Information Technology all can apply. (NO Nursing Students) Assist the faculty member in Nursing's simulation lab to prepare for clinical labs and simulation, maintenance of simulators, manage inventory and scheduling.
College of Social Science/Dean's Office	Tonja Guilford	644-6416	tguilford@fsu.edu			
College of Social Work	Leah Stephens or Angela Shrum	644-7775	lstephens@fsu.edu or ashrum@fsu.edu	Monday-Friday 8:00am-5:00pm (based upon need)	UCC 2500	Variety of position duties including front desk coverage (requires excellent customer service skills, ability to use multi-line phone, copier, & fax machine, and willingness to run errands) and other clerical data assistance (requires knowledge of Microsoft Word & Excel, good verbal & written communication skills)
Communication Disorders	Tina Hoover or Lisa Jackson	644-8445 or 644-9142	tahoover@fsu.edu ; lisa.jackson@cci.fsu.edu			

Communication/Media Production: School of Communication	Robert Levine	644-9577	rlevine@fsu.edu	<u>M-F 9am/10am- 6pm/7pm</u>	University Center D 3rd floor room D3002	6 AV-Clerks in our equipment checkout room: assisting students and others with scheduling, pick up and return of equipment. Computer skills and basic clerical skills needed
Computer Lab / with Modern Languages	Kathy Wimberly	644-8192	kwimberly@fsu.edu			Answering phones, directing calls to the correct person, making copies, filing, runner to other campus departments, assisting other faculty and staff as requested. Knowledge of Excel, Word and Adobe very helpful.
Dean of Students	Erma Clem	644-2428	eclem@admin.fsu.edu			Responsible for performing a variety of clerical tasks to include answering telephones, greeting students/customers, responding to routine questions, and referring calls and visitors to appropriate staff. Will also assist office staff with projects as needed, including filing paperwork, copying, etc. and deliver errands for the department throughout the campus. Hours available: Monday thru Friday 8-5. Knowledge of Word and Excel preferred.
Dean of the Faculties and De	Ameko Dillard	644-6876	adillard@admin.fsu.edu	Various hours from 8:00 am to 5:00 pm.	115 Westcott Bldg.	Student provides general support for the Dean of the Faculties and office staff. Duties include, front desk coverage, answering telephones, greeting students/customers, referring calls and visitors to appropriate staff, filing, mail distribution, and running errands for the department on campus. Computer skills are required. Student must maintain complete confidentiality concerning content of files and reports. Great opportunity to work with FSU administrators.
Dean Undergraduate Studies	Bonnie Williams	644-2740	bwilliams@admin.fsu.edu	Flexible, M-F 8am-5pm		Looking for multiple students workers for the front desk at the Dean's office to answer phones, copy, file, and perform other general clerical duties as needed. Excellent customer service skills are required.
Dedman School of Hospitality	Johnathan Brown	645-9995	jbrown@dedman.fsu.edu	<u>MWF 8am-12p Thurs. 8am-1pm</u>	2nd Floor UCB	We need 2-3 FWS students to staff the DSH computer lab. The computer lab job duties will include opening and closing the computer lab, turning on/off all computer lab computers, managing room reservations, checking student into the computer lab, keeping accurate records of traffic in lab, managing all office supplies and printing supplies, and various other administrative duties.
Demography & Population Health	Ida Haire (Nikki) or Angela Perry	644-1762 or 644-7112	nhaire@fsu.edu			

Earth, Ocean & Atmospheric Science (EOAS)	Robin Harrison; Gennette Sutton	644-3587	rharrison@admin.fsu.edu ; ggarrett@fsu.edu			Location: Love Bldg. Rm. 428, Payroll area Need a person that can work with confidential information. Calm and responsible personality. Take directions well and work in a busy office atmosphere. Duties: Filing timesheet and other personnel information, shredding, setting up files, helping with file retention guidelines. Hours: work 2 hours between 8:30AM and 4:00PM on Tuesdays and Thursdays. students to help in our Main Office8/9/2011: : Answering Departmental Phone, Fax, copying, filing and any other office type duties. Most IMPORTANTLY to do Runs picking up and dropping off information that needs to be delivered around campus (Arts & Sciences, HR, Travel, etc.) and between our 3 areas of science (Meteorology, Oceanography, and Geology). The Runs are done in the morning around 10:30AM and in the afternoons around 2:30PM. Student must be service oriented to help people who walk in the door for directions or other needs. When necessary help the Faculty and Staff with various duties.
Earth, Ocean & Atmospheric Science (EOAS)	Vinette Burns	644-8582	vburns@fsu.edu			Answer telephone, filing, errands, and some research. Job Requirements/Job Qualifications: Basic skills for the computer and office.
Education, Office of Academic Services & Intern Support	Rhonda Hester	644-3760	rhester@coe.fsu.edu			
Educational Leadership & Policy Studies	Kerry Behnke	644-8403	kbehnke@fsu.edu			
Education-School of Teacher Education		644-1230	vhill@coe.fsu.edu			
Electrical & Computer Engineering	Eric Saponetti	410-6456	esaprone@eng.fsu.edu			
Engineering / Dean's Office	Beth McGhee	410-6421	emcghee@fsu.edu			Office Assistant - We are looking for a work study student who can primarily answer the phone, make copies, run errands (when needed), filing, mail outs, etc. Basically general clerical duties. This person would be a first point of contact for the ECE office, so we would be looking for someone with most of the above mentioned skills. Also, for male candidates, may be used from time to time to help move items in our labs. Some lifting, but not over 100lbs.

Engineering/Communication ns & Multi Media Svcs	Bridgett King	850-410-6604	bdking@fsu.edu	M-F between 8am- 5:30pm		Studio/Support Technician - Primary responsibility is the operation and support of Engineering distance learning studios, including recording and internet streaming of distance learning classes, scanning handouts, assisting a students and faculty in presentation computer use, uploading files to web server and maintaining video and audio quality. Also supports video conferencing with remote locations using Polycom equipment. This position also provides end user support at the CMS Response Center, and handles other computer support activities around the college under the direction of CMS technical staff.
Engineering/Communication ns & Multi Media Svcs	Bridgett King	850-410-6604	bdking@fsu.edu	M-F between 8am- 5:30pm		Customer Service Associate - W/S General customer service experience. Experience with Microsoft windows, some awareness of basic UNIX commands. Experience with audio and video equipment and related standards. Primary responsibility is to greet and provide initial support to both walk-in and telephone customers of CMS, always projecting a "can do" attitude. Additional duties include general office work, certain technical duties under close supervision of CMS technical staff.
Engineering/Dept. of Mechanical Engineering	Lauren Wolf	850-410-6333	llk03@my.fsu.edu			Office Assistant - Varied office administration; including website maintenance, organizing office supplies, poster design. Microsoft office skills and ability to work independently are required
Engineering/Student Services - FAMU-FSU	Gerald McGill	410-6358	gmcgill@eng.fsu.edu			
English	Clare Harrison	644-4230	mcharrison@fsu.edu			"Jobs include assisting a faculty member with research and instructional duties, being a receptionist in the Reading-Writing Center, assisting with publication of journals, assisting in the main office etc. "
Environmental Health and Safety	Tiwana Green	644-2751	tgreen@admin.fsu.edu			
Facilities	James Standley	644-2424	jastandley@admin.fsu.edu			Call center for maintenance. Answering phones and entering work orders online. Experience with Microsoft Office. Other general office duties as assigned.
Facilities Planning and Space Management	David Thayer	644-7766	dthayer@admin.fsu.edu			

Family and Child Sciences /Human Sciences	Donna Romano	644-3217	dromano@fsu.edu			<p>Front Desk coverage - responsible for answering phone, assisting students and professors, word processing, scanning, faxing, running errands, and other misc. duties. Must be reliable and have a helpful attitude. Very friendly and stress free atmosphere. Please contact me by email. Looking for a student that has really good computer skills, especially in Word, Outlook and Excel. PowerPoint experience would be a great addition as well.</p> <p>This person would be in direct contact with the Dean's visitors so we need someone with a great personality as well. We can be very flexible with the schedule.</p>
Fine Arts Printmaking Lab	Robert Berg	644-6478	rberg@admin.fsu.edu			<p>need two work study students that are able to work weekend shifts, and basically all they have to do is sign people in and out and do a few maintenance things. No experience is required.</p>
Fine Arts Sculpture Lab Department	Bill Rice	222-1455	wpr03@fsu.edu			<p>Lab monitors, preferably students who are competent with tools, or have some construction or building backgrounds. Artists are also welcome. We are in need of students to paint walls as well (this is not something that requires a special skill set, just reliable dependability). phone number, which is the best way to get a hold of me, 850-222-1455</p>

Florida Campus Compact - CCES	Courtney Geinert or Lauren Cacciatore	488-7782	courtney@floridacompact.org or lauren@floridacompact.org or lcarr@admin.fsu.edu			<p>Description: The compact between campus and community ignites meaning and purpose throughout the collegiate experience resulting in a responsible, informed, and thriving society. This collaboration equips all participants with skills and experiences fundamental to an enlightened citizenry. The ultimate goal of FL CC is to develop educated and active citizens to sustain our participatory democracy.</p> <p>Florida Campus Compact (FL CC) is in need of a student assistant to help with its community partnership outreach and development efforts. This student will work directly with the FL CC Outreach and Development Coordinator and Associate Director to create, develop, and nurture these relationships. Duties would include assisting to:</p> <ul style="list-style-type: none"> • Research and identify partners • Enter partner contact information and data into the FL CC partnership database • Mail letters, program-related materials, and press/media packets to partners • Communicate over the phone, email, and in person with a wide-range of partnership representatives • Professionally represent Florida Campus Compact at meetings and special events • Other partnership building duties as assigned
Florida Center for Reading Research	James Cole or Jane Meadows	645-1173 or 645-7625	jmeadows@fxrr.org			jcole@fcrr.org
Florida Center for Reading R	Don Cook	644-9084	dcook@fcrr.org			academic faculty offices: making copies for faculty, manning a very low traffic reception desk, and miscellaneous other support tasks. Our hours there are 8:00 – 5:00, M-F.
Florida Natural Areas Invent	Dorothy Gochnauer	224-8207 X201	dgochnau@admin.fsu.edu			Office Campus Location on Thomasville Road clos
FSU Card	Lee Vause Creary	644-5102	lcreary@admin.fsu.edu			
FSU Childcare & Early Learning Programs	Brenda Thompkins	644-7970	bthompkins@admin.fsu.edu	TBA	FSU Child Dvlprmnt Central Ofc	Office Assistant- Assists office staff w/ clerical duties including website maintenance & special projects. Preferable students with basic computer skills and ability to work independently. Background screening required. If interested, please submit Resume & Work Study Authorization at time of interest.

FSU Childcare & Early Learning Programs	Brenda Thompkins	644-7970	bthompkins@admin.fsu.edu	TBA	Children's Center & Infant Toddler's Center	Teaching Assistant- Assists lead teacher in classroom setting while engaging and caring for children 6wks to 5 yrs. old. Preferable students with childcare interest. Background screening required. If interested please submit Resume & Work Study Authorization at time of interest.
FSU Microfossil Laboratory	Dr. Sherwood W. Wise, Jr.	644-6265	swise@fsu.edu			
FSU Museum	Max Carraway		mcarraway@admin.fsu.edu			
FSU Student Veteran's Center	Becky Culp	645-9867	bculp@admin.fsu.edu	Hours: Looking for coverage during windows of morning (approx. 8:00—12 or close) and afternoon (approx. 1:00—5 or close)	Location: Pearl Tyner Bldg., 1030 West Tennessee Street (near Alumni Bldg., next to President's house)	Job Title: Office Assistant Job Description/Responsibilities: Looking for warm friendly professional assistants, with great customer service skills as well as great computer skills. General office duties include: answer the main phone, taking and answering of messages and inquiries by phone and email, and assist with office projects and tasks. Looking for persons who enjoy working with the public, can work independently and as a team player, have good computer and communication skills. Looking to fill morning and afternoon time slots. Veterans are encouraged to apply. Please submit a resume with application.
FSU-Teach	Robin Smith	644-1935	smith@bio.fsu.edu			
FSU Training Center	Sandi Smith Anderson	850-645-1326	smanderson@fsu.edu		493 Stadium Dr. Great Location	Clerical Assistant needed.
FAMU-FSU College of Engineering	Cynthia Harley					Student Assistant- Check in and out books, journals, reserve items, and other library material. Sort books for shelving. Answer basic informational, directional and library policy questions. Assist with course reserves. Answer telephone and able to communicate verbally with and provide service to patrons (in person or on telephone) in courteous, efficient manner. Assist with assessments. Record and tally usage statistics and exit gate readings. Shelf-read the stacks, straighten the book shelves. Search the stack for books reported missing or billed for replacement. Report maintenance of security problems (lights out, graffiti, broken furniture, stashed materials, to supervisor. Maintain schedule library hours and assist with the daily library operation as determined by supervisor. Post fliers around campus. Help troubleshoot public computers according to directions. Assist with opening and closing procedures. Assist with delivering books to faculty department offices. Other duties as assigned.

Hardee Center for Leadership and Ethics in Higher Education		644-5867 644-6446	coe-hardeec@fsu.edu			
Institute on WWII/History	Anne Marsh	644-9525	amarsh@fsu.edu	10-15 hrs. wk	4th FL Bellamy Bldg.	Looking for students interested in history and WWII. Having some knowledge about WWII is helpful. You must be detail originated, organized and have good writing skills. The student will be assisting in research.
Housing Maintenance	Gregory Turner	644-7986	gturner@admin.fsu.edu			
Human Resources - Facilities Human Resources	Shiffany Rawls	644-1943	srawls@admin.fsu.edu	10-15 hours per week	Mendenhall Bldg. A- 103	Clerical duties, to include but not limited to: data entry, filing, copying, mail runs. etc. Experience with Microsoft Word and Excel. Ability to maintain confidentiality dealing with highly sensitive information
Human Resources - Attendance & Leave	Jonathan Banks	850-644-1449	jebanks@fsu.edu	Flexible – 5-10 hours per week	H.R. UCA 6211	Preparing documents for imaging which will involve a lot of writing, filing, sorting, and general administrative duties.
Human Resources –Employment	Angie Standley	644-3493	astandley@admin.fsu.edu	Flexible hours; availability during 11:30-2 is helpful	Human Resources , located in University Center A Suite 6200	Assists Front Desk Representative with phone calls, walk-in applicants, basic clerical duties, and special projects as needed.
Human Resources- Faculty Relations	Susannah Miller	645-1746	scmiller@fsu.edu	10-15 hours per week	Human Resources Reception Desk, located in University Center A Suite 6201	Assist with scanning and imaging of hard copy files and light administrative work.
Human Resources- Employee Data Management	Janet Reagan	644-1689	jreagan@admin.fsu.edu	Flexible hours	Employee Data Management 6200 University Center A	Scanning/indexing and clerical duties.
Institute of Molecular Biophysics (IMB)	Regina Ware	644-4474	rware@fsu.edu	Flexible	Kasha Laboratory	We are looking for a dependable person with great communication and customer service skills to assist with filing, answering phones, running errands to and from other departments. Must have basic knowledge of Microsoft Word and Excel. A valid Driver's license required.
Institute of Science and Public Affairs	Iris Young-Clark	644-2835	iyoungclark@fsu.edu			Work Hours: Monday - Friday anytime between 7:30 and 5:30
Institute of Science and Public Affairs	Tony Roberts	644-9292	aroberts@admin.fsu.edu			Work Hours: Monday - Friday anytime between 7:30 and 5:30
Interior Design	Deborah Alexander	644-1436	dalexander@fsu.edu			
International Center (Center for Global Engagement)	Claire Sipple	645-9417	csipple@admin.fsu.edu	Varies Approx. 10 hrs./week	GME Building "The Globe"	Several opportunities available: <ul style="list-style-type: none"> • Clerical/office staff • Front desk receptionist • Document scanning/filing • Graphic Design • Photography/Videography • Night/weekend staff For application information, visit: http://cge.fsu.edu/aboutus/internships.cfm

Information Technology Services	Earl Childers	850-644-7679	childers@fsu.edu		Union Lab	
Laboratory Animal Resource	Kristin Auter	644-5581	kauter@admin.fsu.edu			Student will be answering phones, filing, running some errands, and some data entry.
Jim Moran Institute for Glob	Randy Blass	644-3372	rblass@business.fsu.edu			Student primary will be doing data entry and help with different events throughout the year
Marine Laboratory (Also see Coastal & Marine)	Kathy Houck	850-697-4137	khouck@fsu.edu			Job Description or Special Notes: Coastal and Marine Laboratory (CML) at St. Teresa is seeking qualified candidates for a Federal Work Study student assistant position. The student assistants will perform a variety of clerical support functions in the CML administrative office. This position will function to assist the CML administrative staff and promote a positive work environment for students, faculty, and staff both in person and by telephone. Knowledge of applicable computer applications and basic computer functions, including proficiency with Microsoft Excel & Word, is required. There is an FSU shuttle available Monday through Thursday from main campus to CML.
Master Craftsman Program	Phil Gleason	644-0139 or 645-8424	psgleason@fsu.edu	Flexible	905 West Gaines Street	Web/Tech/Graphics, Marketing, Process Art (i.e. stained glass, mold-making, casting, turning, woodwork, etc.), Design, Business, Etc. Computer graphic skills, both print and web based. Other position(s) require folks who are good with their hands, like to work and learn new things, take directions well, and can be a positive addition to a hard working team. Physical labor involved, some lifting, some climbing-Participating in studio projects a must, 20 or less hours a week. We have multiple positions.
Mathematics	Lisa vanMiddlesworth	644-2202	vanmiddl@math.fsu.edu			Will be copying, answering phones, bringing up and distributing mail (sometimes heavy bins), filing keys, stocking supplies, cleaning, and other duties as needed

Modern Languages	Jeannine Spears	644-3881	jspears@fsu.edu	Monday through Friday between 8am and 5pm to work. (10- 12 hrs. weekly per student	362 DIF	Responsible for performing a variety of clerical tasks to include answering telephones, responding to routine questions, and referring calls and visitors to appropriate staff They may also run errands and help projects. Knowledge of applicable computer applications and basic computer functions. • Ability to communicate effectively verbally and in writing. • Ability to establish and maintain effective working relationships. • Knowledge of office practices and procedures, including filing and the operation of standard office equipment. • Knowledge of office and telephone etiquette. • Ability to perform basic mathematical calculations. • Ability to alphabetize and file numerically.
Motion Picture/Film School	Emily Burgess	644-4927	eburgess@fsu.edu		A5100 University center A	Some positions involve general office duties; however, one or two require the ability to lift up to 50 pounds, move equipment and load grip trucks (4 to 5 positions available overall). Good record keeping skills.
Multicultural Affairs/Student	Cyntheria Jackson	644-2450	cmjackson@admin.fsu.edu			College Work Study Students only. Student must be able to work at least 8 to 10 hours a week during fall and spring semesters between the hours of 8:00am-5:00pm Monday – Friday. Provide friendly and effective customer service to all guests, assisting with basic support functions for the Center for Multicultural Affairs, and performing general clerical duties such as: greet incoming guests, answer phones and provide information to callers: deliver and pick up mail, run errands and all other office related duties. Must have excellent customer service skills* basic computer skills, telephone etiquette* good communication skills* reliable, responsible, and punctual. Must work on Mondays & Friday's unless it conflicts with class schedule. Flexible scheduling available Please send Resume via email to: cmjackson@admin.fsu.edu
Multidisciplinary Center	Anne Selvey or Joann Milford	644-9921 or 644-9920	aselvey@fsu.edu or jmilford@fsu.edu	Mon-Fri 3pm-5pm		Responsibilities include covering front office coverage including answering phones, greeting clients, data entry and light secretarial responsibilities. Background check required for cash handling duties.
National High Magnetic Field	Bettina Roberson	644-0855	roberson@magnet.fsu.edu	10-12 hrs./wk		Responsibilities include basic office skills.

National High Magnetic Field	Sheryl Zavion	645-7477 - 644-0867 fax	zavion@magnet.fsu.edu	10-12 hrs./wk	NHMFL FSU 1800 E Paul Dirac Dr	Business Administration or Accounting Majors preferred. Work as team player in a very diverse atmosphere. Good spoken and written communication skills. Generate reports from various online budgets managing systems. Perform basic reconciliations among multiple financial databases. Learn and assist in grants administration and other clerical duties. Experience with Microsoft office products.
Nutrition, Food and Exercise Sciences	Christine Apgar	644-1828	ckiff@fsu.edu	Varies with schedule within M-F 8-5	Sandels Building Suite 436	Office assistants should be professional and have a good customer service attitude. General office duties including: taking messages, picking up and distributing mail, making copies, assisting faculty with special projects, updating bulletin boards and running errands. Creativity and computer skills preferred. Please email resume.
Ocean-Atmospheric Prediction Studies	Susan Greenwalt	645-7457	sgreenwalt@coaps.fsu.edu			Innovation Park – FSU shuttle available – clerical experience, proficiency with computers and attention to detail. We are looking for someone who can work 10 hours a week. scanning/adobe experience helpful
Office of Employee Assistance	Melissa Morrison-Cueto	644-0982	mmorrisoncueto@admin.fsu.edu			Prefer sophomore or junior from psychology, social work, or related field to work 10-20 hours a week. Duties: phone, scheduling clients, filing, paperwork & computer skills preferred.
Office of Equal Opportunity	Courtney Whalen	645-6519	cwhalen@admin.fsu.edu			Responsible for performing a variety of clerical tasks such as, copying, typing, and filing paperwork alphabetically; producing labels and assembling binders for reports; shredding confidential documents; and performing general support staff tasks as needed. Employee must maintain complete confidentiality concerning content of paperwork and projects that they process. An employee who is familiar with Microsoft Office applications is preferred.
Office of Faculty Development	Tiffany Philips	645-8203	Tphilips@fsu.edu		115E Westcott	IT Support Specialist
Office of Faculty Recognition/Dean of Faculties	Peggy Wright-Cleveland	645-8202 or 645-8203	mwrightc@fsu.edu			<i>Data Entry and Research; 10 hours per week minimum, additional hours possible; upper classmen preferred; 2 positions available; will develop skills for professions that construct information systems, participate in higher education research, implement program development through committee, and/or design data entry and research training programs. Hours 8:00 – 5:00 only. 2 Positions</i>

Office of Faculty Recognition/Dean of the Faculties	Peggy Wright-Cleve	645-8202 or 645-8203	mwrightc@fsu.edu	Various hours from 8:00 am to 5:00 pm.	115 Westcott Bldg.	Data Entry and Research; upper classmen preferred; 2 positions available; will develop skills for professions that construct information systems, participate in higher education research, implement program development through committee, and/or design data entry and research training programs.
Office of Financial Aid	Somnath Chatterje	644-5716	somnath@admin.fsu.edu		office of Financial Aid	MARKETING AND DESIGN STUDENT RESPONSIBLE FOR ASSISTING IN WEB DESIGN AND MAINTENANCE. Literacy in Adobe Creative Suite(Photoshop, Illustrator, inDesign),Other basic computer graphics and design skills as well. Please contact for interview.
Office of Multicultural Affairs	Cyntheria Jackson	644-2450	cmjackson@admin.fsu.edu			early mornings & late afternoons
Office of Research Legal Counsel	Julie Haltiwanger	644-7900	jth5898@fsu.edu			
Office of Research (College of Education)	Stacy Fletcher	644-0334	sbfletcher@admin.fsu.edu			Would like 5 students, cover the front desk reception area and campus mail run for the departments resume via email.
Office of Technology Integration	Kay Kauers	644-0070	ksauers@admin.fsu.edu			
Office of the V. Pres. For Research	Beth Hodges	644-2257	bhodges@fsu.edu	<u>10 hrs./week,</u>	Westcott North Annex	The office of Proposal Development seeks a professional student with database skills. Must be familiar with
Office of Visual Arts, Theater & Dance/Office of the Dean	Elizabeth major	850-644-8283	emmajor@fsu.edu	<u>flexible hours 8-5</u>	Fine Arts Bldg. #236	Front desk coverage - Responsible for answering phone, special projects, assisting students and professors, word
Oglesby Union	Jeannie McLendon-Ferguson	644-6016	jmclendon@fsu.edu			
Oglesby Union Administration/Parents' Weekend	E'Lane Shuler	644-6863				

Opening Nights Performing Arts	Bethany Atwell		batwell@fsu.edu			<p>The artist services intern will assist the Artistic & Administrative Coordinator before, during, and after Opening Nights Performing Arts events, as well as working 7-8 hours per week. The position is designed for individuals interested in learning more about performing arts presenting. The intern will assist with one or more of the following tasks: artist hospitality, artist transportation, Front of the house merchandise sales, and office administrative tasks.</p> <p>Candidates must have strong organizational skills, exceptional interpersonal skills, cash handling experience, and a valid drivers license. Candidates must be available for the full season: September Through April. Juniors, seniors, and graduate students only. To Apply: Send resume and cover letter to Bethany Atwell at batwell@fsu.edu</p>
Parking and Transportation	Courtney Freeman	645-8187	ccf04@fsu.edu			<p>Looking for Students with excellent customer service skills and a positive attitude. Flexible scheduling available.</p> <p>Duties will included (but not limited to): Answering phones, filing, data entry, retrieving mail, departmental errands, riding buses/logging arrival times, and distributing information about Seminole Express.</p> <p>tkester@fsu.edu</p>
Payables and Disbursement Services	Joy Tilly	645-7181	jtilly@admin.fsu.edu			
Photo Lab	Michele Edmunds	644-1066	medmunds@fsu.edu			
Physics	Eva Crowdis		crowdis@phy.fsu.edu			

Emergency Management (Part of police/public safety)	Dave Bujak	644-7055	bbdaly@fsu.edu	Avg 10-12hrs per week, anytime Min- Fri, 8am-5pm		Seeking to fill 2 work-study positions to provide programmatic support, including but not limited to :reception, clerical, data management, creative services(generate visual content), research and planning, special event support, and / or responsible to customer service requests. Additional special projects may be assigned depending on candidates knowledge, skills, abilities. Basic Microsoft office (word, excel, PowerPoint) skills required. Knowledge in the use of Adobe creative suite products (Photoshop, InDesign, and/ or illustrator) is proffered not required. Must be able to conduct basic research (literature review) via the internet or library resources. Must be able to communicate effectively with others, show initiative and creativity, and work independently with minimal instruction or direction. Requires fingerprints, background check, and confidentiality agreement.
Police Department/Public Safety	Linden McConaghay	644-1239	lmcconaghay@admin.fsu.edu			"Students will assist in the Records section with filing, fingerprinting, scanning documents, providing customer service and sealing and expunging records. They will also distribute mail, answer phones, run errands on campus and assist with Law Enforcement special events."
Political Science	Angela Ciaravino	644-5721	aciaravino@fsu.edu			no political science students please
Printing and Mailing Services	Jennifer – Bowers	644-2794	jlbowers@admin.fsu.edu			
Psychology Department	Annette Ladle	644-9899	ladle@psy.fsu.edu		B217 PDB	Students interested in working on research at the intersection of psychology, law and criminal justice. Meet subjects who are participating in the research and administer measures used for that particular research project. Assist in various other duties pertaining to respective research project. Must be reliable and interested in learning.
Psychology Department	Cherie Miller	644-2499	miller@psy.fsu.edu	10 hrs./wk	C203E PDB	Assist Graduate Program Associate with applications to the department's graduate programs. Answer phones, filing, creating files as needed, scanning, keeping track of department applications and sending email reminders. Prefers student with 3.25 GPA
Psychology Department	Janice Parker	644-3076	parker@neuro.fsu.edu	10 hrs./wk	C241 PDB	Assist the program coordinator with administrative tasks. Filing, running errands, copying, preparing mail outs, and other tasks as assigned. Prompt, dependable, good communication skills and proficient in Word and

Psychology Department	Kimberly Smith	644-2040	kdsmith@psy.fsu.edu		A203 PDB	Assist with filing, copying, running errands, and answering phones in the main office.
Psychology Department	Brad Schmidt	644-1707	schmidt@psy.fsu.edu			Work in the Anxiety and Behavioral Health Clinic. Assist with the administration of research protocols involving the assessment and treatment of people with anxiety problems. Perform other duties as needed in various
Psychology Department	Zuoxin Wang	644-5057	zwang@psy.fsu.edu		C471 PDB	Dedicated, hard working and reliable student to assist in the lab. Duties include, but limited to, helping to set up behavioral experiments, scoring behavioral data and other duties associated with the research project. Excellent research opportunity for student.
Psychology Department	Arielle Borosky	645-0242	borosky@psy.fsu.edu	Hours are flexible	A309 PDB	The Language and Cognitive Development lab is looking for a student to recruit families to participate in our research studies, This position involves interacting with families at community events 1-2 times a month. Duties include: attending community events, calling families, posting flyers and advertisement in the community, maintaining contacts database
Psychology Department	Annette Ladle	644-2040	ladle@psy.fsu.edu	10 hrs./wk	C241 PDB	Assist with filing, copying, running errands, and answering phones in the main office.
Psychology Department	Sara Hart	645-0514	shart@fccr.org		A414 PDB	Dedicated, Hardworking and reliable student to assist in the lab. Duties include, but limited to, helping to set up behavioral experiments, scoring behavioral data and other duties associated with the research project, Excellent research opportunity for students.
Public Administration / Askew School	Marianne Hightman	644-6113	mhightman@fsu.edu			
Public Affairs	Jill Elish	644-4030	jelish@fsu.edu			Good communication skills, office skills, public relations majors preferred but not required.
Purchasing	Nancy Milburn or Marcie Doolittle	644-9725 644-6850	nmilburn@admin.fsu.edu / or mdoolittle@admin.fsu.edu			typing skills, excel experience; communication skills
Religion	Susan Stetson	644-1021	sstetson@fsu.edu			clerical work and library cataloging

Retail Merchandising and Product Development (RMPD)	Ann Smith	644-3779	asmith@fsu.edu			FWS students working in the RMPD main office should be both helpful and courteous, and possess basic to advanced clerical support skills: filing, copying and scanning, answering & transferring phones, Microsoft Excel and Word usage; checking and distributing departmental mail and maintaining paper supply in copiers/printers/fax machines. Students working in the main office will be expected to assist faculty and staff, with occasional runner duties as needed to the library or University Center. NOTE: RMPD does request appropriate office attire for all FWS students working in the main office (i.e. no shorts, no tank tops). RMPD majors working as FWS are encouraged to work directly for professors, assisting them with their research and class needs. Non-majors are preferred to assist in covering the main office. Main office coverage is needed during the hours of 8:00AM -5:00PM, Monday through Friday, with the hours of 11:00 – 3:00 being the time of most need. Those FWS students working for professors can adjust their schedule to suit the needs of the professor.
School of Communication	Kelley Smith	644-0815	kbsmith@fsu.edu	Flexible	University Center C 3100	Front Desk support, answer phones, check and distribute departmental mail along with campus errands. Some filing, copying & general office work needed. Must have excellent customer service skills along with basic computer skills. Must be friendly and eager to learn.
School of Dance	Anna Singleton	644-3924	asingleton@admin.fsu.edu			Monday – Friday, Hours: 8:30 am – 5:00 pm Front Desk Coverage – Must have good phone etiquette; must be able to use a copier and fax machine and be willing to run errands. Knowledge of current School of Dance events helpful. Other duties as needed. Must be dependable and have a helpful/cheerful attitude. Dance majors preferred, but not required. NEW Position: Web Developer/Designer needed. Knowledge of Drupal or comparable CMS is preferred.

School of Dance (MANCC)	Ansje Burdick	322-4835	aburdick@fsu.edu			<p>Video/Photo Archive processing- the Maggie Allesee National Center for Choreography (MANCC) seeks a student to assist with an ongoing video archive project. A curiosity about dance, performance and/or the creative process required. An artistic eye helpful. No video or photo experience necessary.</p> <p>Office Assistance- Assist with general office duties that may include, copying, mailing, running campus errands, answering phones, data entry or staff events. May also include reviewing and editing web site content, updating electronic mailing lists and processing images for use on the MANCC website.</p> <p>MANCC provides development residencies for choreographers and their collaborators to develop new work. We encourage artists to bring with them dancers, designers dramatures, composers, and other appropriate collaborators that would enhance their creative inquiry through physical, conceptual, experiential or scientific means. read more at mancc.org For either position please send a letter of interest to Ansje Burdick at aburdick@fsu.edu</p>
School of Teacher Education	Amanda Miller	644-4880	ahouston@fsu.edu	M-F 9 to 5		"Looking for someone who has clerical experience" and "looking for students who want work experience, we will train".
School of Theater	Marcia McClellan	644-7258	mmcclellan@fsu.edu			Many different jobs available within the Theater Department - Please contact Hillary Passo for details.
Scientific Computing	Lynn LaCombe	645-0304	llacombe@fsu.edu			
SGA's Student Publications Office	Marvin Harris	644-0037	mharris@admin.fsu.edu			Students with experience in graphic design skills including the use of Photoshop, InDesign and Illustrator
Sociology	Lettie Keen	644-6416	lkeen@fsu.edu		Sociology dept.	NO Sociology Students please. . Responsible for performing basic clerical tasks, answering phone, copying, faxing, scanning, retrieving mail and distribution of mail, filing, stocking supplies, campus errands. When necessary help the Faculty and Staff with various duties.

Sport Management	Erika Bettilyon	644-7197	ebettilyon@admin.fsu.edu	10-15 hrs. wk		Office Assistant - Looking for warm friendly professional assistants with great customer service skills as well as computer skills. General office duties includes greeting visitors, answering the main phone, copying typing scanning, filing, shredding confidential documents, support staff and assist with office projects as needed. Must enjoy working with public and work independently but also be a team player. Please email a resume and class schedule. NEW POSITION: Graduate Research Assistant - Assist Faculty with research, special projects, instructional duties, publication of journals/articles, assisting in the main office, etc. Please mail vitae and writing/research sample.
Student Affairs - Vice President's Office	Ricky A. Bailey	644-0825	rbailey@fsu.edu	<u>M-F 8-5, 10-12 Hrs/</u> Wk	Student Affairs Suite, 313 Westcott Building	Qualifications: Must be currently enrolled for fall and spring classes at FSU; at least 6 credit hours each semester, excellent customer service skills, basic computer and telephone skills. Description: Provide friendly and effective customer service to all guests, perform basic support functions for the Office of the Vice President for Student Affairs including, but not limited to, keeping track of office inventory, answering and directing phone calls, file paperwork, and deliver/pick-up mail, assist with preparing materials, mailings, and participant tracking for various programs, meetings, and events, and assist with data sorting and assessment transcription.

Student Disability Resource Center/ Office Assistant	Marshaun Jackson	644-0144	mjackson@admin.fsu.edu			<p>Student Work Study Position at the SDRC (Office assistant): Students are needed for office support functions at the Student Disability Resource Center (SDRC). Hours are flexible depending on the class schedule of the student and the needs of the SDRC. All services take place on main campus.</p> <p>Duties will include answering multi-function phones, meeting and greeting students, parents, and professors, filing, typing, and editing. Applicants must be able to maintain confidentiality, flexible, dependable, punctual, and have excellent work ethics.</p> <p>Student Work Study Position at the SDRC (Alt Text Conversion): Students with computer and technical skills are needed for alternate text conversion function at the Assistive Technology Lab of the Student Disability Resource Center (SDRC). Hours are flexible depending on the class schedule of the student and the needs of the SDRC. All services take place on main campus.</p> <p>Duties will include scanning, editing and creating information into alternative format for students with text disabilities. Applicants must have technical abilities, be able to maintain confidentiality, dependable, flexible, punctual, and have excellent work ethics.</p>
Student Disability Resource Center/ Note-Taker	Marshaun Jackson	644-0144	mjackson@admin.fsu.edu			<p>Students are needed to serve as note takers, tutors, class aids for students with disabilities who are registered with the Student Disability Resource Center. Hours are flexible depending on the class schedule of the student and the needs of the SDRC. All services take place on main campus (SDRC, classrooms, or the Library).</p> <p>Duties will include attending classes as assigned and taking notes for students who qualify for note taking services. Note-takers must have good note taking skills and legible handwriting if not using technology to take notes. For all positions, students must be dependable, punctual, and have excellent work ethics.</p> <p>Interested students need to contact: Ann Clutter, aclutter@admin.fsu.edu; or by phone at 850-644-0144.</p>

Student Business Services	Angelise Card	645-6806	accard@admin.fsu.edu		University Center bldg. A 1st floor	Customer Service. Pleasant and professional. Basic office skills
Student Business Services	Ryan Dees	645-2315	rdees@fsu.edu		University Center bldg. A 1st floor[Students will be working in the Perkins loan section of student business services. Please contact Mr. Dees for specifics. Basic clerical skills, interest in accounting is a plus.
Student Government	Josh Kinchen	645-0908	jkinchen@fsu.edu			Multiple positions available. Serve as Center Asst/House Manager in one of the SGA Agencies: greeting people, managing social media, organizing the space, helping with agency administration, etc. CURRENT POSITIONS AVAILABLE IN BLACK STUDENT UNION, HISPANIC LATINO STUDENT UNION, WOMEN STUDENT UNION AND PRIDE STUDENT UNION. Applicants should fill out 1st page of the SGA Application: http://sga.fsu.edu/PDF/SGA_APPLICATION.pdf , submit the Federal Work Study award form, with a copy of a Driver's License or State Issued ID, and Social Security Card to the SGA Offices in the Oglesby Union, ATTN: Josh Kinchen.
Student Government Association (Student Publications)	Tony Nguyen	644-0160		10 hrs. week		Students with graphic design experience. Students should be able to use Adobe Photoshop to design flyers promoting events for the universities Recognized Student Organizations
Student Rights & Responsibilities	Lauren Williams	644-5136	lawilliams2@fsu.edu			Duties are primarily clerical support for the Student Rights & Responsibilities program. Any hours from 8:00 to 5:00
Student Veteran's Center (also see FSU Student Veteran's Center)	Becky Culp	645-9867 or 645-0028	bculp@admin.fsu.edu		Old Alumni House	Receptionist/clerical office work
The Graduate School	Ute Horn- Hoeflich Brian Barton	644-3501	uhornhoeflich@fsu.edu	Mornings and afternoons M-F 8am-5pm	Graduate School	Students provide general support for Graduate School faculty and staff. Duties may include front desk
Training & Organizational Development	Sandra Dixon	645-6468	ssdixon@admin.fsu.edu			
Transfer and Information Services (see Undergraduate Studies)						
Undergraduate Studies (Includes: Advising First, Advisor Training & Transfer and Information Services)	Courtney Zapata	644-1089	czapata@fsu.edu			General office and clerical duties. Must be pleasant. Duties include greeting students, faculty, parents, etc. in person, answering phones, filing and other office duties as required.
Union	Jeanie McLendon	644-6016	jmclendon@fsu.edu	Mon-Fri 8am to 5pm		

University Business Administrators	Sarah Miller	645-7106	semiller@fsu.edu		University Center bldg. C 5406	Seeking student for clerical duties, projects and to run campus errands. Knowledge of Excel and Microsoft office helpful.
University Communications (Visual Media & Promotions Office)	Dennis Schnittker (Director, Visual Media & Promotions)	644-1360	dschnitt@fsu.edu	Hours to be decided (M-F; 8- 5 pm).		
University Communications office	Jeanette De Diemar or Ayne Markos	487-3170	jdediemar@fsu.edu or amarkos@fsu.edu			Clerical: Basic to advanced office support functions, may include word processing, filing, running errands and scanning documents, must have a valid driver's license.
University Health Services	Ashlee Shafer or B	644-3418	ashafer@fsu.edu or bselfe@fsu.edu		Health Center	All positions require successful completion of a Criminal History Background check, post hire OSHA training and PPD (TB) test. Some positions require valid Driver's License.
University Health Services	Anna Benbrook		abenbrook@fsu.edu		Health Center	MARKETING AND DESIGN STUDENT RESPONSIBLE FOR CREATIVE MATERIALS, MARKETING CAMPAIGNS, AND MARKETING RESEARCH FOR THE HEALTH PROMOTION DEPARTMENT AS WELL AS HEALTHY CAMPUS INITIATIVES. Literacy in Adobe Creative Suite(Photoshop, Illustrator, inDesign), Basic knowledge of Facebook, Twitter, Instagram, and Snapchat. Ability to conduct own research. Qualifications: Major in Marketing, graphic design or similar field is preferred. Good verbal and written communication skills. Ability to work independently and with a team.
University Housing		644-2860	uh-residencelife@fsu.edu			Performs office procedures such as answering telephone, filing, copying, greeting and directing guests, etc. Other duties as assigned by supervisor. Must have neat appearance, good telephone etiquette and be punctual. For more information about the receptionist position, go to housing.fsu.edu and click on Employment Opportunities.
University Libraries	Sarah Miller	644-5870	semiller@fsu.edu			Positions available in a variety of departments that are seeking students with professionalism, excellent customer service and interpersonal skills, and attention to detail. A variety of schedules and tasks to be performed are available. If interested, please fill out the application at https://www.lib.fsu.edu/employment/ops-fws .

University Photo Lab	Michele Edmunds	644-1066	medmunds@fsu.edu			
Upward Bound Program	Deonte Brown	644-5146	bbrown@admin.fsu.edu			This job is a Community Service Work Study Job: Tutoring Positions - Hiring students to teach/tutor subjects in High School English, Spanish, Science and Mathematics. Must be available Tuesday, Wednesday and Thursday afternoons from 2:00 p.m. - 5:30 p.m. Pay range: \$8.00 - \$12.00 per hour depending on experience and qualifications.
Urban and Regional Planning	Jennifer Borchart	644-8518	jborchardt@admin.fsu.edu		Bellamy 330	Performs office procedures such as answering telephone, filing, copying, greeting and directing guests, etc. Other duties as assigned by supervisor. Must be conscientious, have good telephone etiquette and be punctual.
V.P. For University Relations	Paula Moyer	644-1000	pmoyer@fsu.edu			
WFSU-TV/FM	Krista Frunzi	645-6048	kfrunzi@fsu.edu		1600 Red Barber Plaza (located off campus in innovation park)	Production Crew Television- Seeking students who are interested in the Communications field to work in the Television Production Department at WFSU/ Students must be able to stand for long periods of time, work indoor/outdoors, and have the ability to move production sets including furniture, flats, and other studio equipment. familiarity with cameras, graphics and Microsoft Office is a plus. This is a great opportunity for students to gain hands on experience in television production.
WFSU-TV/FM	Krista Frunzi	645-6048	kfrunzi@fsu.edu		1600 Red Barber Plaza (located off campus in innovation park)	Education Assistant - Seeking students who are interested in Education to work in the Education & Outreach Department at WFSU. Students must have good communication skills, be comfortable working with children and teachers, computer savvy, comfortable with social media, and experience with writing and creativity is a plus. Students must will able to lift up to 25 pounds and be able to assist with event set up and break down. other job duties may include organizing and arranging materials for Super Why campus, maintaining inventory lists, assisting with special events, general administrative duties and must be willing and able to wear costumes of WFSU/PBS characters.

Withdrawal Services	Charles McGarrah	644-9564	cmcgarrah@admin.fsu.edu	10-12 Hours per week		Office assistant
Women's Studies	Kelsie Patton	644-9514	womenstudies@psy.fsu.edu			Office assistant