

Work Study Positions Available

Department	Supervisor(s)	Office Location/Phone Number	Relevant Majors	Requirements:
Academic Affairs	Tanya Ortiz	Barber 232 / 910-672-1469	Any	Entry level ok. Must be willing to learn and be able to maintain the confidentiality of the office.
Advancement Services	Clanton D. Johnson	Cont Ed 129B / 910-672-2422	Any	None Provided
Army ROTC	Sabrina Gammage	Taylor 109A / 910-672-1942	Any	No enrollment in ROTC required; No prior service commitment needed; basic knowledge of computer usage (word processing, excel, and database)
Athletics	Dr. Lawanda Miller	HPEC 327 / 910-672-1420	Any	Basic keyboarding skills; Word processing knowledge; Ability to follow instructions; Ability to follow instructions; Mature; Punctual; Dependable; Ability to work consistently without close supervision; Professional
Chemistry & Physics	Dr. Cevdet Akbay/Mrs. Brenda Fuller	SCITECH 305 / 910-672-2441	Any	None Provided
Chemistry & Physics (with Dr. Bose-Basu)	Dr. Bose-Basu/Dr. Cevdet Akbay	SCITECH 311 / 910-672-1052	Science Major	Work at least 5 hours per week. Completion of CHEM 141 with a minimum grade of C would be beneficial.
Chemistry & Physics (with Dr. Umantsev)	Dr. Umantsev/Dr. Cevdet Akbay	LSA 322 / 910-672-1449	Any	None Provided
Department of Housing & Residence Life	Mr. Fred Stamps	Williams Hall 115 / 910-672-1088	All majors welcomed	Positive attitude and willing to learn
Development	Amanda Spearman	Cont Ed 107 / 910/672/2584	Any	Knowledge of Microsoft Office; Possess superb verbal and written skills
Institutional Advancement (Alumni Affairs)	Markita Latimer-Sport	Cont Ed 124 / 910-672-2458	Communications, Business, Any	Positive attitude and love of FSU; ability to handle confidential information ethically and responsibly; strong organizational skills; time management skills; excellent communication skills, Knowledge of Microsoft Office
ITTS	Darcel Rhodes	Cook 1st Floor / 910-672-1328		Able to lift 25 lbs., computers, monitors, etc.
MBA Program/School of Business	Rachael Johnson	SBE 390 / 910-672-1197	Any	Ability to be courteous and speak in a pleasant, phone voice; maintain confidentiality; dress appropriately for an office environment
TRIO Talent Search - College Mentor	Ms. Bedrea Hare	HTC 128 / 910-672-2264	Students majoring in education, social work, sociology, criminal justice and other related fields.	Must be an undergraduate or graduate college student; have a cumulative grade point average (GPA) of 2.5 or higher. Must have an interest in working with high school seniors. Must have own transportation to get to local target school. Prefer junior, senior, or graduate students
The Research Office - Core Facility	Amy Mendez/Daryush Ila	LS 122 / 910-672-1640	Chemistry & Physics Preferred	Ability to move and setup lab equipment.
Dept. of Educational Leadership/School of Education	Mable Hawkins	Butler 340 / 910-672-1731	Any	The position requires the knowledge and use of various computer software programs including Microsoft Word, Excel and Outlook.