

Department	Point of Contact	Contact Number/Email	Job Description
Biological Sciences	Deborah Keller	dkeller@uncfsu.edu (910) 672-1695	Assist lab managers in the Biological Sciences lab. Preferably a Biological Science major
Early Childhood Learning Center	Tiffany Tyler	ttyler5@uncfsu.edu (910)672-1281	Assist staff in overseeing children's interactions with one another. Interact with children in Centers and outside play. Assists children in completing projects. Ensures that center and/or classroom is clean and well organized. Light office work, on occasion. Must clear background check and have recent negative TB test reading. Coordinate program marketing and audience outreach efforts, developing communication schedule and email and mail lists. Social media expertise, excellent communications skills, excellent public presence
Performing & Fine Arts	Jeremy Fiebig	jfiebig@uncfsu.edu (910)672-2574	Costume, scene, lighting, and sound system shop crew will assist with FSU theater company productions.
Performing & Fine Arts	Jeremy Fiebig	jfiebig@uncfsu.edu (910)672-2574	
Public Relations	L. McCorkle or Mr. Womble	lmccorkle@uncfsu.edu jwomble@uncfsu.edu (910)672-1609	Students must possess the following: 1. Good writing skills 2. Good proofreading skills 3. Good people skills 4. Able to work with a team Perform clerical jobs, enter data, file important documents accordingly, cover the reception or front desk; update records in the department database; shred documents, adhere to the code of confidentiality.
Student Accounts	Nichelle Stevens	nstevens@uncfsu.edu (910)672-1118	