

JOB SPECIFICATION

Job Code: 0018	Job Title: Temp Academic Advisor
Job Family: Academic Services	Pay Grade:
Job Sub-Family: Academic Advising/Counseling	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Professional Level P1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Provides confidential academic advising to ensure that students receive the individual attention they need to succeed before entering a program. Develops and monitors academic plans to assist students with timely graduation and supports the University's retention and graduation initiatives.

Job Duties and Responsibilities:

Engages in professional development opportunities to further job knowledge and skills. Utilizes technology to manage a caseload of advisees to support students' identification of an appropriate major and their retention and on-time graduation in the identified major.

Responds to student messages, inquiries and requests in a timely manner. Provides academic advising and guidance to prospective FIU students (both on campus and at prospective student events that occur off-campus) and current students who are considering change of major.

Educates advisees on how to access resources and technological tools (including but not limited to career and talent development, Center for academic success, PDA, Major Maps, EAB, Handshake).

Educates advisees on relevant policies and procedures.

Provides general career advising to students to help them plan for employment and/or future education and help facilitate career-readiness through appropriate referral to available resources.

Conducts targeted outreach campaigns to improve retention and graduation rates.

Acts as a student advocate, identifying potential roadblocks to success and escalating those roadblocks for resolution.

Works with program faculty, career professionals, and Center for Student Engagement to stay up-to-date on engagement opportunities for students and educates advisees on potential engagement opportunities and other high-impact practices available to them. Completes appropriate Academic Coaching Training and utilizes techniques with special populations.

Adheres to all State of Florida, University, NCAA, Conference USA and department rules and policies pertaining to the position of Athletic Academic Advisor. Reports any known NCAA violations or concerns to Chief Athletic Compliance Officer. Serves as Academic Athletic Liaison and handles all advisement activities for student athletes. This includes processing mid-term and annual NCAA Progress Toward Degree forms (if questions arise related to Panther Degree Audit).

Minimum Qualifications:

Master's degree in an academic discipline.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0019	Job Title: Temp Accounting Specialist
Job Family: Business & Finance Operations	Pay Grade:
Job Sub-Family: Accounting	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S3

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Under limited direction, performs a broad range of accounting functions. Provides direct customer service to the University community and/or other constituents.

Job Duties and Responsibilities:

Compiles data, runs queries/reports, and prepares work papers to be used for account reconciliation.

Identifies exceptions/errors and submits necessary corrections.

Maintains supporting documentation.

Prepares accounting transactions as needed.

Reviews and agrees accounting transactions to journals and notifies proper personnel of any discrepancies. Follows up with departments to resolve issues.

Participates, as needed, in banking, auditing, and/or other related accounting activities.

Serves as a backup within the department and assists with various functions as necessary.

Minimum Qualifications:

High school diploma or equivalent and three (3) years of accounting/bookkeeping experience.

Pre-Employment Requirements (Minimum):

Criminal Background Check

Fingerprinting Check

JOB SPECIFICATION

Job Code: 0043	Job Title: Temp Administrative Support
Job Family: General Administration	Pay Grade:
Job Sub-Family: Office Support	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S2

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Under direct supervision, provides clerical and administrative support to a school, department, or office. Assists with the day to day operations of the area.

Job Duties and Responsibilities:

Provides clerical and administrative support to an office/department/center. Assists with the day to day operational activities of the office/department/center.

Performs front desk duties such as answers and routes telephone calls, handles customer inquiries, and redirects, as necessary.

Resolves routine problems using pre-existing guidelines and procedures.

Performs general routine clerical tasks, such as preparing routine documents, basic correspondence from templates, or existing form letters.

Schedules appointments and meetings. Assists with travel arrangements.

Assists with basic event operations, as needed. Sorts and distributes mail.

Maintains inventory of office supplies. Maintains and updates basic databases.

Minimum Qualifications:

High School Diploma or GED and 2 years of experience.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0042	Job Title: Temporary Athletic Coach
Job Family: Athletics	Pay Grade:
Job Sub-Family: Coaching	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Professional Level P1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Provides assistance to coaching student athletes of an assigned sport. Assists in the coaching of a sports programs within the framework of policies or affiliated national, regional, and state association, Conference, and University rules.

Potential Candidates would have expertise in the following areas:

- Football
- Men's Basketball
- Women's Basketball
- Baseball
- Softball
- Men's Indoor/Outdoor Track & Field
- Men's Cross Country
- Women's Indoor/Outdoor Track & Field
- Women's Cross Country
- Indoor Volleyball
- Sand Volleyball
- Golf
- Swimming & Diving
- Men's Soccer
- Women's Soccer
- Tennis

Job Duties and Responsibilities:

Provides assistance to coaching student athletes of an assigned sport. Assists in the coaching of a sports programs within the framework of policies or affiliated national, regional, and state association, Conference, and University rules.

Provides assistance in planning practice sessions in accordance with NCAA and Conference regulations.

Potential Candidates would have expertise in the following areas:

- Football
- Men's Basketball
- Women's Basketball
- Baseball
- Softball
- Men's Indoor/Outdoor Track & Field
- Men's Cross Country
- Women's Indoor/Outdoor Track & Field

**Women's Cross Country
Indoor Volleyball
Sand Volleyball
Golf
Swimming & Diving
Men's Soccer
Women's Soccer
Tennis**

Minimum Qualifications:

Bachelor's degree in an appropriate area of specialization and one (1) year of relevant experience.

Pre-Employment Requirements (Minimum):

**Criminal Background Check
Driver's License Check
Fingerprinting Check**

JOB SPECIFICATION

Job Code: 0044	Job Title: Temp Building Assistant
Job Family: Physical Facilities	Pay Grade:
Job Sub-Family: Facilities Planning	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
Assists in coordinating and scheduling the maintenance of a building/department.

Job Duties and Responsibilities:

Assists in coordinating the maintenance and repairs of an assigned building/department.
Responds to reported issues, deficiencies and submits work orders requests. Works closely with Facilities as it pertains to work orders, key control, repairs and any other building related matters.
Assists in maintaining the building's occupancy board.
Assist with opening and closing procedures of the assigned area(s).
Maintains logs as needed.

Minimum Qualifications:

High School Diploma or GED and 1 year of experience.

Pre-Employment Requirements (Minimum):

Criminal Background Check



JOB SPECIFICATION

Job Code: 0045	Job Title: Temp Classroom Aide
Job Family: Academic Services	Pay Grade:
Job Sub-Family: Academic Support Services	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Professional Level P1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Provides support to the classroom.
Counselors supervise children during recreational activities and a team of Teachers and Classroom Aides supervise children during classroom activities.

Job Duties and Responsibilities:

Provides support to the classroom.
Counselors supervise children during recreational activities and a team of Teachers and Classroom Aides supervise children during classroom activities.
Prepares assignments and classroom materials. Assists teachers with classroom management, for grading children’s assignments and providing feedback to children, for providing small-group instruction, and for performing other classroom duties as required.
Coordinates and supervises daily aftercare activities for children whose parents require a late pickup time.

Minimum Qualifications:

Bachelor's degree in Education, Special Education, Psychology, Behavior Analysis, Social Work, or related field.

Pre-Employment Requirements (Minimum):

Criminal Background Check
Fingerprinting Check

JOB SPECIFICATION

Job Code: 0020	Job Title: Temp Clinical Therapist
Job Family: Medicine and Health	Pay Grade:
Job Sub-Family: Counseling	Union Code: N7N
FLSA Status: Exempt	Career Level: Professional Level P2

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
 Provides mental health services in response to the individual's needs.

Job Duties and Responsibilities:

Provides direct psychological services to University students including individual, couples, and group counseling. Conducts clinical assessments and formulates diagnoses and treatment plans.
 Provides walk-in emergency assessments, crisis intervention, and intakes for students.
 Provides consultations to family members and campus community constituents.
 Completes intake summaries, psychological assessments, emergency evaluations, progress notes, and termination summaries according to the established policies and procedures.
 Participates in departmental research.
 Participates in outreach to both assist in the delivery of mental healthcare information to the FIU community.
 Develops and presents educational programs, seminars, and workshops to students.
 Participates in departmental committees, especially those concerning student's wellbeing.
 Assists in developing and implementing procedures for an area.
 Interprets client care and treatment administrative rules and policies and recommends new and improved programs to effectively manage client care and treatment administration.

Minimum Qualifications:

Master's degree in Social Work or related mental health provider discipline and two (2) years of appropriate experience.
 Mental Health License - Florida includes:
 Licensed Clinical Social Worker or
 Licensed Marriage & Family Therapist or
 Licensed Mental Health Counselor

Licenses/Certificate Requirements (Minimum):

Licensed Clinical Social Worker
 Mental Health License - Florida
 Registered Clinical Social Worker Intern

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0021	Job Title: Temp Coord Academic Suppt Svcs
Job Family: Academic Services	Pay Grade:
Job Sub-Family: Academic Support Services	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Professional Level P1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
 Under administrative direction, coordinates an academic function or service for a department which is directly related to the academic mission of the university. Responsible for ensuring that the established goals and objectives for the academic function or service are met. Makes decisions using independent judgement. Performs moderately complex duties in supporting the functions of the department. This position may generally report to a Manager, Assistant Director, Associate Director, Director, or higher level position. May supervise and evaluate, as needed, the work of others and is accountable for the work of the department.

Job Duties and Responsibilities:

Coordinates an academic support services functions.
 Coordinates the development, implementation, and evaluation of the support services functions.
 Responsible for meeting goals and objectives for the function or service.
 Recommends policies relating to assigned area(s) of responsibility as necessary.
 Participates in the development, implementation, and interpretation of operating procedures.
 Assists in the administration and interpretation of laws, regulations, policies, and procedures relevant to assigned area.
 Designs, develops, and conducts special studies in the assigned area of academic support services. Collects and analyzes data as appropriate.
 Responsible for liaison activities among functional areas and other departments.
 Ensures compliance with FIU policies, procedures, practices and programs, and with federal, state and local legal/regulatory standards.
 Performs other duties as required.

Minimum Qualifications:

Bachelor's degree and two (2) years of appropriate experience, or Master's degree.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0046	Job Title: Temp Counselor
Job Family: Medicine and Health	Pay Grade:
Job Sub-Family: Counseling	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Professional Level P1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Provides services and support to children. Counselors will work under the supervision of experienced faculty and staff members.

Job Duties and Responsibilities:

Provides services to children under the supervision of an experienced faculty and staff member.

Plans and conducts skill drills to address children’s skill deficits, provide appropriate coaching, assess children’s knowledge of the game rules and procedures, model appropriate sports skills, and encourage and reinforce effort, sportsmanship, leadership, and teamwork.

Assists with daily social skills training sessions, conduct problem solving discussions, and assist with the implementation of daily report cards and individualized programs.

Counselors lead recreational and field day activities. Counselors will be required to transport, setup, and breakdown sports equipment used in games, drills, and recess activities

Minimum Qualifications:

Bachelor's degree in Psychology, Education, Behavior Analysis, Social Work, or related field and experience working with children and teenagers.

Pre-Employment Requirements (Minimum):

- Criminal Background Check
- Fingerprinting Check



JOB SPECIFICATION

Job Code: 0023	Job Title: Temp Custodial Worker
Job Family: Physical Facilities	Pay Grade:
Job Sub-Family: Custodial	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
Performs general and detailed cleaning of all types of building spaces and surfaces. Provides a clean, healthy, and sanitary environment by following and/or using proper cleaning and chemical procedures and guidelines.

Job Duties and Responsibilities:

Cleans all types of buildings and surfaces. Follows the proper cleaning and chemical procedures and guidelines.
Vacuums, cleans, sweeps, mops, waxes, scrubs, burnishes, and polishes floors, fixtures, and surfaces.
Cleans and sanitizes restrooms including vanity/sink, mirrors, and walls. Restocks restroom supplies as needed.
Operates all types of cleaning equipment, floor care equipment, and specialized cleaning equipment.
Picks up trash and refuse in rooms, hallways, restrooms, stairwells, elevators, classrooms, etc. Transports waste and recycle bins to central area or main disposal receptacle.
Cleans patios, courtyards, balconies, staircases, etc.

Minimum Qualifications:

Completion of the ninth (9th) Grade.

Licenses/Certificate Requirements (Minimum):

Valid Florida Driver's License CDL -Class E

Pre-Employment Requirements (Minimum):

Criminal Background Check
Driver's License Check
Fingerprinting Check

JOB SPECIFICATION

Job Code: 0052	Job Title: Temp Customer Service Rep
Job Family: Enrollment Services	Pay Grade:
Job Sub-Family: OneStop	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S2

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
 Provides assistance and general information by phone or e-mail related to services and programs. Analyses issue(s) and resolves inquiries. Provides appropriate information or escalates issue if necessary, to ensure customer satisfaction.

Job Duties and Responsibilities:

Provides general information to students with matters pertaining to Academic, Enrollment, Admissions, Financial Aid.
 Reviews forms and ensures they are completed correctly.
 Resolves routine and basic problems and communicates solution or requested information to the customer.
 Analyzes a customer's service needs and refer to other service or technical department for follow up as needed.
 Maintains a high level of professionalism with customer.
 Advises management of escalated incidents.
 Provides input to management on procedures and practices to improve efficiency.

Minimum Qualifications:

High School diploma and two (2) years of related work experience.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0022	Job Title: Temp Development Officer
Job Family: Advancement	Pay Grade:
Job Sub-Family: Development	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Professional Level P1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Acts as a staff professional to help plan and implement fund-raising programs for the University or a College/Unit. Responsible, as assigned, for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities.

Job Duties and Responsibilities:

Demonstrates responsibility, as assigned, for prospect identification, cultivation and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities.

Identifies and cultivates donors to bolster financial support for the University's programs.

Coordinates fundraising activities for institutional fundraising priorities.

Monitors progress towards achieving revenue goals. Reports regularly to the Advancement and/or College/Unit supervisor.

Attends all development meetings as required.

Designs specific development projects for a college or department, including strategies and targets for fundraising and recognition activities.

Works with Advancement and/or Unit leadership in establishing fundraising goals and researching philanthropic trends which affect organizational priorities.

Assists in developing a sound development plan and procedures to ensure efficient pursuit of funding.

Conducts research and stays abreast on prospective donors.

Maintains sensitive interaction with a variety of internal and external contacts. Serves as a liaison with other departments as needed for special events, proposals, and programs.

Organizes and coordinate events, solicitation activities, and donor recognition events.

Analyzes statistics on giving trends and recommends new strategies based on new trends.

Interprets operating policy of an assigned area(s).

Minimum Qualifications:

Bachelor's degree and one (1) year of experience in fundraising, sales, community relations, not for profit, and/or related environment.

Pre-Employment Requirements (Minimum):

Criminal Background Check
Driver's License Check
Fingerprinting Check

JOB SPECIFICATION

Job Code: 0047	Job Title: Temp Fitness Instructor
Job Family: Student Affairs	Pay Grade:
Job Sub-Family: Wellness and Recreation Center	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S4

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Provides group fitness instruction, monitors, educates patrons on fitness and safety. Instructors patrons on effective workout methods. Explains proper techniques and demonstrates modified exercises/choreography.

Job Duties and Responsibilities:

Provides group fitness instruction, monitors, educates patrons on fitness and safety. Instructors patrons on effective workout methods. Explains proper techniques and demonstrates modified exercises/choreography.
 Prepares appropriate equipment, choreography, and music.
 Teaches scheduled classes, beginning and ending on time; provides adequate warm-up, exercises, stretching, and cool down.
 Advises participants on program and class procedures and policies, as appropriate.

Minimum Qualifications:

One year of experience preferred but not required, of actively leading successful dance classes in group fitness setting.
 Current Group Fitness and CPR/AED certification and must maintain certification throughout employment.
 Certified to lead group fitness class

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0048	Job Title: Temp Health Technician
Job Family: Medicine and Health	Pay Grade:
Job Sub-Family: Health Support	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S3

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Prepares patient for imaging studies, including ensuring the removal of garments, deodorant, powders and jewelry. Explains the procedure to patients and observes to ensure safety and comfort during medical procedure. Conducts a brief patient history.

Job Duties and Responsibilities:

Prepares patient for imaging studies, including ensuring the removal of garments, deodorant, powders and jewelry. Explains the procedure to patients and observes to ensure safety and comfort during medical procedure.
 Conducts initial evaluations to determine the treatment level needed for each potential patient.
 Ensures that imaging equipment is sanitized between patient use. Maintain patient areas in a clean and safe manner.
 Positions and immobilizes patients correctly in order to accurately capture the diagnostic image.
 Performs Quality Control measures following American College of Radiology (ACR) and FDA requirements including initial phantom image taken at the start of each screening day.

Minimum Qualifications:

High School Diploma
 Certified in Mammography and Radiology by the American Registry of Radiologic Technologists (ARRT)
 Licensed Certified Radiologic Technologist in the state of Florida
 Experience with 3D Mammography Equipment/Breast Tomosynthesis Certified
 Current BCLS certification

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0054	Job Title: Temp Graphic Designer
Job Family: Communications & External Rels	Pay Grade:
Job Sub-Family: Graphic Design	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Professional Level P2

Job Summary:

Generates print and digital designs from concept to completion, manages workflow within given deadlines, exhibits attention to detail, and delivers completed projects in a timely manner.

Job Duties and Responsibilities:

Conceptualizes, designs, and produces packaging, advertising, branding, and collateral materials.

Helps manage projects including timeframe, deadlines, budget, posting (go live), and print coordination.

Maintains job tickets in an orderly fashion and records time and duties accurately.

Converts existing low-resolution artwork or sketches from designers to a print-ready layered file.

Interprets educational media/communication administrative rules and policies and recommends new and improved programs and/or technologies to effectively manage educational media/communication administration.

May supervise lower level staff.

Minimum Qualifications:

Bachelor's degree in an appropriate area of specialization and two (2) years of appropriate experience. Must be proficient in Adobe Create Suite and requires a good working knowledge of Microsoft Office.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0024	Job Title: Temp HR Assistant
Job Family: Human Resources	Pay Grade:
Job Sub-Family: HR Generalist	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S2

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
 Provides assistance related to the human resources function by providing information, responding to employees and applicants questions, and assisting with departmental activities.

Job Duties and Responsibilities:

Provides assistance and general information by phone or e-mail related to basic services and procedures.
 Provides appropriate information or escalates issue if necessary to ensure customer satisfaction.
 Assists in resolving issues or refers to designated departments for further action.
 Maintains records of incoming calls and customer interactions recording details of inquiries, complaints, and comments, into tracking system, as well as actions taken.
 Assists in scheduling appointments, reserving rooms, and other special assignments.
 Assists in the creation of job openings for review and approval.
 Receives and verifies employment eligibility (I-9) forms in accordance with INS guidelines.
 Receives action forms and reviews for accuracy and completeness prior to routing to the appropriate HR department.
 Maintains accurate record of actions taken upon receipt of each HR form.
 Maintains the confidential nature of all employees' and applicants' privileged information used or observed in the course of performing job duties.

Minimum Qualifications:

High school diploma and two (2) years of experience in area of responsibility.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0025	Job Title: Temp Instructional Designer
Job Family: Learning Management	Pay Grade:
Job Sub-Family: Instructional Design	Union Code: N7N
FLSA Status: Exempt	Career Level: Professional Level P1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
 Assists university faculty and other clients to design, develop, and maintain distance learning courses and materials. Assists with the implementation of content arrangement to facilitate distance learning.

Job Duties and Responsibilities:

Assists university faculty and other clients to design, develop, and maintain distance learning courses and materials.
 Provides assistance regarding all aspects of the course design and development process including content arrangement, use of assessments, and selection of appropriate technology to facilitate distance learning.
 Assists faculty in assessing the effectiveness of a given instructional tool or strategy when applied to a particular learning goal.
 Assists with the Implementation of design methods to transform content into instructionally sound interactive learning modules that will aid instructors in assessing the needs of distance learners.
 Maintains a collaborative relationship with instructors and serves as the source of information in regards to university initiatives and trainings.
 Interprets educational and/or training administrative rules and policies and recommends new and improved programs to effectively manage educational or training functions.

Minimum Qualifications:

Bachelor's degree in an appropriate area of specialization and one (1) year of experience; or a Master's degree in an appropriate area of specialization.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0026	Job Title: Temp IT Generalist
Job Family: Information Technology	Pay Grade:
Job Sub-Family: IT Generalist	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S2

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Applies basic skills that cover two or more functional areas including Systems Design, Systems Administration, Applications Programming/Analysis, Network Management, Database Administration, Information Security, Multi-Media, or Hardware Support. Refines the basic skills gained through education and acquires additional skills through experience in order to qualify for advancement to the next level. Work assigned to employees at this level may be confined to activities that, based on supervisory assessment, are appropriate for training purposes. Project assignments will tend to be of narrower focus, smaller scale, and/or involve primarily application design as opposed to systems analysis.

Job Duties and Responsibilities:

Participates in the development, implementation, and maintenance of computer based information systems.
 Installs, troubleshoots, maintains, and modifies computer and network system software. Follows standard principles and procedures and uses appropriate terminology associated with the assigned functional field.
 Participates as a team member in a collaborative environment within a diverse workforce.
 Contributes to completion of team goals and assigned tasks.
 Follows recommended approach to assigned work to facilitate achievement of desired results.
 Works under direct and frequent supervision while performing routine duties using established procedures with detailed instructions; work is often checked for accuracy.

Minimum Qualifications:

High school diploma or GED and two (2) years of experience in the field; or technical certification or associated degree.

Pre-Employment Requirements (Minimum):

- Criminal Background Check
- Fingerprinting Check

JOB SPECIFICATION

Job Code: 0027	Job Title: Temp Lab Technician
Job Family: Research	Pay Grade:
Job Sub-Family: Research Lab	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S2

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
 Provides routine to moderately complex technical support for a research lab. Collects, analyzes, and processes laboratory samples or research data. Performs a variety of lab experiments and record(s) findings.

Job Duties and Responsibilities:

- Conducts studies in the assigned laboratory. Collects, analyzes, and processes laboratory samples/specimens.
- Maintains lab compliance records.
- Sets up equipment and materials for course instruction.
- Assists in training staff members, students, and investigators on the handling of research subjects. Sets up equipment and materials for course instruction.
- Assists in administering medications and treatment to research subject.
- Operates and maintains laboratory instruments and equipment.
- Adheres to laboratory procedures and safety practices.

Minimum Qualifications:

High school diploma and two (2) years of appropriate experience.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0057	Job Title: Temp Law Fellow
Job Family: Legal and Compliance	Pay Grade:
Job Sub-Family: Paralegal	Union Code: O9N
FLSA Status: Nonexempt	Career Level: Support Level S3

Job Summary:

Under direct supervision, provides professional legal support service to attorneys in the form of basic legal research, drafting of legal and business communications, and general file management.

Job Duties and Responsibilities:

Conduct legal research and analysis and develop theories to support new litigation projects

Draft legal memoranda, pleadings, affidavits, motions, and briefs

Draft and edit public education and non-litigation advocacy materials

Provide legal support and assistance to attorneys.

Minimum Qualifications:

Juris Doctorate (JD) from an accredited Law School

Pre-Employment Requirements (Minimum):

Criminal Background Check Fingerprinting Check

JOB SPECIFICATION

Job Code: 0028	Job Title: Temp Library Assistant
Job Family: Library Services	Pay Grade:
Job Sub-Family: Library Support	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
 Under direct supervision, performs duties requiring a basic knowledge of general library services. Performs a variety of routine technical and/or public/ customer service duties utilizing automated library systems and requiring a basic understanding of standard library practices and procedures within a specific functional area. Responds to and resolves common inquiries and problems.

Job Duties and Responsibilities:

Performs basic tasks in the area(s) of cataloging, acquisitions, circulation, interlibrary loan, collection services, reference, and stacks management.
 Applies established, standard guidelines to accomplish tasks and to solve problems.
 Performs basic operations using the library's integrated library system, and/or a variety of other electronic resources and software packages.
 Operates standard equipment and software used in a library.

Minimum Qualifications:

High school diploma or GED.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0029	Job Title: Temp Lic Practical Nurse
Job Family: Medicine and Health	Pay Grade:
Job Sub-Family: Nursing	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S2

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
 Supports physicians and allied health professionals in provision of patient care, including: recording vital signs, discussing chief health concerns, performing testing, and administering injections.

Job Duties and Responsibilities:

- Performs initial assessments of patients.
- Performs routine diagnostic tests and procedures such as taking vital signs, changing sterile dressings, and giving irrigations and enemas.
- Administers medication and prepares intravenous set-ups.
- Reports any unusual symptoms of patients.
- Provides documentation to and updates patient records.
- Prepares and administers hypodermic injections as ordered by an attending physician.

Minimum Qualifications:

"High school diploma or equivalent and one (1) year of related nursing experience.
 Basic Cardiac Life Support
 Licensed Practical Nurse"

Licenses/Certificate Requirements (Minimum):

Basic Cardiac Life Support
 Licensed Practical Nurse

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0049	Job Title: Temporary Lifeguard
Job Family: Student Affairs	Pay Grade:
Job Sub-Family: Wellness and Recreation Center	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S2

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Supervises swimming activities at the aquatics facility and ensures that policies, guidelines, and safety procedures are followed.

Job Duties and Responsibilities:

Supervises swimming activities at the aquatics facility and ensures that policies, guidelines, and safety procedures are followed.

Provides information pertaining to aquatics and recreation programs and services to customers.

Performs swimming and kayaking instructions as assigned.

Maintains orderliness by inspecting swimming pool areas, locker rooms and any other area as assigned.

Minimum Qualifications:

American Red Cross, First Aid, CPR, and AED certifications.

Lifeguard will maintain certifications within the American Red Cross that pertain to lifeguarding, first aid, CPR, and AED.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0030	Job Title: Temp Maint Support Worker
Job Family: Physical Facilities	Pay Grade:
Job Sub-Family: Maintenance	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
Provides assistance to skilled trade employees in assigned trade.

Job Duties and Responsibilities:

Assists skilled trade employees in the installation and maintenance of fixtures, equipment, pipes, and machinery.
Performs preventative maintenance schedule in the routine service and minor repairs of mechanical and electrical systems, under the guidance of skilled trade employees.
Assists with maintenance and repair work orders in the assigned trade: electrical, plumbing, carpentry, and refrigeration maintenance.
Provides support with special event sets ups to ensure facilities and electrical systems are working appropriately.

Minimum Qualifications:

High School Diploma or GED.

Licenses/Certificate Requirements (Minimum):

Valid Florida Driver's License CDL -Class E

Pre-Employment Requirements (Minimum):

Criminal Background Check
Driver's License Check

JOB SPECIFICATION

Job Code: 0031	Job Title: Temp Multimedia Producer
Job Family: Communications & External Rels	Pay Grade:
Job Sub-Family: Multimedia Production	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S4

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
 Supports multimedia projects. Executes project workflow structures, follows daily work schedules, and ensures that work is delivered on deadline.

Job Duties and Responsibilities:

Assists with all aspects of production including scheduling and location management. Executes production processes including final delivery of produced content and postproduction services. Executes a schedule of production. Adheres to department procedures and systems.
 Monitors inventory of required supplies and equipment. Recommends purchase of new equipment and supplies and performs routine maintenance on equipment. Keeps a database and library of completed and ongoing projects.
 Informs management of preventative maintenance and repairs on equipment and coordinates equipment to be outsourced for repair or surplus.
 Trains faculty, staff, and students in the operation of associated equipment. Maintains a broad knowledge of state of the art technology and systems.
 Alerts management of expected shortfalls in equipment and sources quotes from equipment providers. May supervise other multi-media producers and related staff.

Minimum Qualifications:

Bachelor's degree in related field and two (2) years of experience in related field, OR an equivalent combination of relevant education and/or experience.

Pre-Employment Requirements (Minimum)

Criminal Background Check

JOB SPECIFICATION

Job Code: 0032	Job Title: Temp Museum Artisan
Job Family: Museum Operations	Pay Grade:
Job Sub-Family: Exhibits	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S2

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Performs all aspects of exhibition preparation from installation to de-installation according to the museum best practices and technical expertise. Fabricates exhibition pedestals, props, temporary walls, and other display designs. Adheres to OSHA standards and FIU's safety guidelines for maintaining a safe, healthy working environment.

Job Duties and Responsibilities:

Performs all aspects of exhibition preparation from installation to de-installation, including painting, fabrication of display cases and accessories, construction of walls and panels, installation of artwork, lighting, and signage.
 Performs all exhibition-related art handling including moving, packing, crating, shipping, and receiving and transporting objects.
 Maintains conditions of display areas and ensures that all equipment is functioning according to exhibition design plans.
 Adheres to OSHA standards and FIU's safety guidelines for maintaining a safe, healthy working environment including following proper procedures for utilizing paint, solvents, power tools, and other shop equipment. Maintains shop area including shop equipment and tools.
 Works with preparatory staff, contractors, and vendors for the completion of exhibits.

Minimum Qualifications:

High school diploma or GED and three (3) years of related experience.

Pre-Employment Requirements (Minimum):

- Criminal Background Check
- Driver's License Check
- Fingerprinting Check

JOB SPECIFICATION

Job Code: 0033	Job Title: Temp Paramedic
Job Family: Medicine and Health	Pay Grade:
Job Sub-Family: Allied Health	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S4

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Drives medical vehicles to various community sites. Coordinates and documents all maintenance for the vehicles and keeps them in good working order. Assists in the patient triage, vital signs, phlebotomy, and immunizations. Documents in the electronic medical record, assists with statistics and reports and helps troubleshoot IT issues.

Job Duties and Responsibilities:

Responds to and assists in the treatment of patients with emergency and non-emergency needs.
 Conducts triage by checking vital signs and administering of a wide array of critical care including, administering medications, endotracheal intubation (breathing tube), manual defibrillation, 12-lead EKG, phlebotomy, immunization, spirometry, and IV fluid therapy as needed.
 Ensures the safety of the physicians, staff, and patients at all Mobile Health Clinic locations. Creates and maintains all records of incidents regarding the Mobile Health Clinic. Operates the clinic to and from locations as requested by the Mobile Health Center and prepares patients for transport.
 Inspects emergency medical equipment to ensure serviceability and compliance with safety and infection control regulations and standards.
 Handles sterile equipment and tools while following sterile techniques.

Minimum Qualifications:

"High school diploma or GED and 1 year of experience working as a Paramedic.
 Paramedic Certification from an accredited Paramedic program.
 Basic Cardiac Life Support Certification
 Advanced Cardiac Life Support Certification
 Emergency Vehicle Operators Certification (EVOC)
 Valid Florida Driver's License -Class E"

Pre-Employment Requirements (Minimum):

Criminal Background Check
 Driver's License Check

JOB SPECIFICATION

Job Code: 0034	Job Title: Temp Parking Transport Aide
Job Family: Services Operations	Pay Grade:
Job Sub-Family: Parking & Transportation	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Under direct supervision, the Parking Transportation Aide will be responsible for providing customer service, providing security/safety functions, patrolling lots and garages, and enforcing parking rules and regulations.

Job Duties and Responsibilities:

- Provides public service by explaining parking policies and answering questions from students, staff, and public.
- Provides general campus and directional information, and alternate parking options.
- Drives a tram or golf cart to transport passengers along a scheduled route on campus, as necessary.
- Transports disabled students when called, as necessary.
- Assists the public with tire inflations, gasoline, unlocking vehicle doors, and jumpstarts.
- Assists staffing parking lots during campus events.
- Assists maintenance staff in all aspects of parking lot and equipment maintenance, as necessary.

Minimum Qualifications:

High school diploma and two (2) years of appropriate experience in public safety, including one (1) year of supervisory responsibilities. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for required experience.

Pre-Employment Requirements (Minimum):

- Criminal Background Check
- Driver's License Check

JOB SPECIFICATION

Job Code: 0035	Job Title: Temp Pharmacist
Job Family: Medicine and Health	Pay Grade:
Job Sub-Family: Pharmacy Services	Union Code: N7N
FLSA Status: Exempt	Career Level: Professional Level P2

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Provides patient/client focused pharmacy services which includes the preparation of medications, providing pharmacological information to multidisciplinary health care teams, and monitoring patient drug therapies.

Job Duties and Responsibilities:

- Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities.
- Dispenses medications by compounding, packaging, and labeling pharmaceuticals.
- Controls medications by monitoring drug therapies and advising interventions.
- Completes pharmacy operational requirements by organizing and directing technicians' work flow. Verifies the preparation and labeling of pharmaceuticals. Verifies order entries, charges, and inspections.
- Provides pharmacological information by answering questions and requests of health care professionals. Counsels patients/clients on drug therapies.
- Protects patients/clients and technicians by adhering to infection-control protocols.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Orders and purchases pharmaceutical supplies, medical supplies, and drugs. Maintains stock and storing and handling it properly.
- Plans, implements, and maintains procedures for mixing, packaging, and labeling pharmaceuticals according to policy and legal requirements, to ensure quality, security, and proper disposal.
- Interprets client care and treatment administrative rules and policies and recommends new and improved programs to effectively manage client care and treatment administration.

Minimum Qualifications:

Bachelor of Science in Pharmacy or Pharm. D. degree and two (2) years of experience as a practicing pharmacist in a hospital or commercial drug store.

Licenses/Certificate Requirements (Minimum):

Pharmacist

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0050	Job Title: Temp Proctor
Job Family: Academic Services	Pay Grade:
Job Sub-Family: Academic Support Services	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Proctors and administers standardized tests to groups and individuals. Monitors students during test sessions to ensure a secure testing environment.

Job Duties and Responsibilities:

Proctors and administers standardized tests to groups and individuals. Monitors students during test sessions to ensure a secure testing environment.
 Distributes and collects examinations.
 Reports suspected irregularities/unusual behavior to the Registrar.
 Check in examinations in numerical order as they are turned in.
 Returns all examinations to the Registrar in numerical order at the end of each exam.
 Understands and upholds test procedures; adheres to academic integrity policies and procedures.
 Maintains confidentiality and security of all test materials, test logs, and other test documents.

Minimum Qualifications:

High School Diploma or GED.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0039	Job Title: Temp Program Assistant
Job Family: General Administration	Pay Grade:
Job Sub-Family: Program Administration	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S3

Job Summary:

Under general supervision, performs administrative and operational duties to support an academic department, school or college. Provides administrative support for assigned programs. May serve as a point of contact to students, prospective students, and faculty on matters related to course management and enrollment, program requirements, policies and procedures, and other administrative matters. Resolves moderately complex issues. Performs work that requires knowledge of administrative/office management practices.

Job Duties and Responsibilities:

Fulfills the operational requirements of a specific program, in an academic department, and/or organization associated with an academic department, school or college.
 Assists with implementation of events. Arranges logistical support for programs.
 Assists with preparation of materials program, meetings, or events.
 Assists the Program Coordinator with preparing travel authorizations, expense reports, and keeping track of expenses.
 Maintains files, databases, and records for the program or grant of major administrative area.
 Assists with the maintenance of the program(s) or areas web site by adding and editing material as needed.
 Assists with the writing and distributing of communications.
 Maintains equipment inventories, checks out and monitors equipment use, and orders replacement equipment, as necessary.
 Collects and analyzes data relating to university space and facility utilization.
 Assists with ordering textbooks, as needed.
 Responds to student inquiries, including enrollment, registration, etc., as needed.
 Performs other related duties incidental to the work described herein.

Minimum Qualifications:

High school diploma or GED and five (5) years of office or related experience providing administrative support or coordinating functions of an office or department.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0037	Job Title: Temp Program Coord
Job Family: General Administration	Pay Grade:
Job Sub-Family: Program Administration	Union Code: N7N
FLSA Status: Exempt	Career Level: Professional Level P1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Coordinates and/or administers the operational and/or financial activities associated with an academic/student program, project, service, or function to include academic/student program planning, implementation and evaluation. Demonstrates broad decision making authority, judgement and independence, and originates new concepts or approaches. Supervision of this classification is generally in the form of program objectives and target dates. This position generally reports to a member of the faculty with administrative duties, such as a Dean, Associate or Assistant Dean, Department Chair, or Academic/Student Program Director, but may also report to an administrative department directly supporting instructional functions.

Job Duties and Responsibilities:

- Coordinates and/or administers the operational and/or financial activities associated with an academic/student program, project, service, or function.
- Coordinates the development, scheduling and implementation of new and ongoing academic/student programs or services.
- Oversees and facilitates specific activities/tasks/assignments for the business unit/department.
- Performs administrative duties supporting instruction/training, including matters such as curriculum development, evaluating quality and methods of instruction, researching and recommending new programs, and/or revisions to existing programs, as necessary.
- Establishes and maintains academic standards and degree requirements, accreditation matters, as necessary.
- Assists with course scheduling and space allocation, program marketing, and recruitment, as required.
- Coordinates all logistical matters related to each project including planning, initiation, coordination, implementation, and evaluation.
- Monitors status of projects. Analyzes program data, develops reports, and oversees activities.
- Monitors accounts/expenditures and reconciles statements. Advises management on budgetary needs or discrepancies.
- Assists in the coordination/preparation of strategic plans in support of the program or service.
- Serves as liaison between program participants and the university community.
- Evaluates program/services. Analyzes data for quality improvement initiatives.

Minimum Qualifications:

Bachelor's degree and two (2) years of office or related experience.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0038	Job Title: Temp Program Mgr
Job Family: General Administration	Pay Grade:
Job Sub-Family: Program Administration	Union Code: N7N
FLSA Status: Exempt	Career Level: Manager Level 2

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
 Manages the day-to-day operations and objectives of a specific academic program, student affairs department, project, service, or function. Assumes responsibility for the overall success of the program/department, project, service, or function. This position requires skill in planning, budgeting, and evaluating projects, along with specific expertise in the subject matter of the sponsored institute, center, program, student service, project, service, or function. Generally reports to a Director who is a member of the faculty with administrative duties, a Program Director or similar level administrator.

Job Duties and Responsibilities:

Manages the day-to-day operations of assigned area or particular functions of the department to meet goals and objectives. Provides operations and administration direction.
 Contributes to management strategy and participates in strategic planning, staffing decisions, policy development, and other key areas.
 Establishes priorities, assigns functions, and maintains quality control.
 Advises senior management in implementing programs, new initiatives, and special projects.
 Recommends and implements procedures and practices to improve efficiency.
 Assists in developing partnerships throughout the University in order to attain departmental goals and objectives.
 Participates with senior managers to develop budget plans and monitors expenditures and revenues, as necessary.
 Oversees budget operations and resolves related issues.
 Evaluates program operation in meeting stated objectives.
 Recommends or develops, as needed, a strategic plan(s) for the program. Implements strategic plan.
 Determines communication strategy to promote program. Presents to professional groups.
 Participates as a member of various divisions, campus and university committees, and represents the sponsored institute, center, or program at various community and student functions.
 Assures compliance with applicable policies, procedures, and standards.
 Recommends changes in policies and procedures.
 Facilitates and evaluates quality improvement efforts and develops quality improvement tools.
 Performs other related duties incidental to the work described herein.

Minimum Qualifications:

Bachelor's degree in an appropriate specialization and four (4) years of related experience, or Master's degree in an appropriate specialization and two (2) years related experience.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0055	Job Title: Temp Research Analyst
Job Family: Research	Pay Grade:
Job Sub-Family: Scientific Implementation	Union Code: O9N
FLSA Status: Nonexempt	Career Level: Professional Level P1

Job Summary:

Under direction of faculty and/or senior research personnel, performs analysis, and researches in one or more areas of research.

Job Duties and Responsibilities:

- Interacts and collaborates with staff working on projects in team environment.
- Provides technical input in areas of expertise.
- Maintains lab operations, samples, reports, and records.
- Provides maintenance of all instrumentation as assigned.
- Works on collection of data and analyzes research results.
- Prepares lab analysis reports, monthly progress reports, final reports, and other project relevant documentation.
- Analyzes and organizes results of experiments and field work.
- Prepares and presents reports on work development and findings.
- Contributes to the development of research projects in area of expertise.
- Assists with publishing research results.
- Ensures compliance with all applicable regulatory guidelines.
- Provides maintenance of project supplies as needed.
- Trains users in equipment operation and research techniques as needed.
- Assists in developing scope of work including budget maintenance, timelines, schedules, and reporting as needed.

Minimum Qualifications:

Bachelor's degree in related field.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0036	Job Title: Temp Research Assistant
Job Family: Research	Pay Grade:
Job Sub-Family: Research Administration	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S2

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Under supervision performs a variety of general non-laboratory research and clerical tasks to assist investigators in the collection, verification, and compilation of research information.

Job Duties and Responsibilities:

- Performs a variety of routine and complex clerical, research, and data processing duties to assist investigators in gathering and compiling research data.
- Prepares screening assessments for participants in the research project.
- Assists with setting up surveys and other research protocol instruments.
- Compiles and verifies the accuracy of research information to determine acceptability based on quality criteria defined by control procedures; abstract, classify, and code data. Enters data into a database.
- Searches library reference materials for necessary research information.
- Prepares and maintains files of research materials. Compiles and edits indices.
- Assists in the compilation and distribution of reports related to research findings.

Minimum Qualifications:

High school diploma with four (4) years of experience or two (2) years of post-secondary education with one (1) year of experience.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0056	Job Title: Temp Research Scientist
Job Family: Research	Pay Grade:
Job Sub-Family: Scientific Implementation	Union Code: O9N
FLSA Status: Nonexempt	Career Level: Manager Level 2

Job Summary:

Contributes to basic and applied research activities and may play a lead role. Performs tasks on their own initiative. May serve as Principal Investigator or co-Principal Investigator or work under the direction of a principal investigator or program director and with minimal supervision. In addition to a firm background in the particular field, demonstrate the ability to assume leadership of small groups and work without additional supervision once objectives are defined and methods of approach are set. May supervise research employees, non-exempt staff, or mentor students.

Job Duties and Responsibilities:

Performs basic and applied research in area of considerable scope.

Analyzes and prepares results as directed.

Conducts independent research within a specialized field.

Supervises staff and/or mentors students.

Presents research findings at the national and international levels.

Publishes in refereed journals, or independently, within the scope of his/her responsibilities in the programs of the principal investigator, in collaboration with the principal investigator.

Develops and formulates original design of new processes to study research problems.

Identifies topics and collaborates with research groups across disciplines.

Writes technical reports.

Provides assistance in area of expertise to specific contracts, proposals, and related documentation as directed.

Organizes and coordinates the experimental portions of funded research projects.

Coordinates project meetings, organization, and compilation of progress reports.

Serves as a liaison with various agencies regarding research activities on contracts and grants

Writes or aides in the submission of extramural proposals as needed.

Assists staff and/or student(s) working on projects and other duties as needed.

Monitors and stays abreast on federal, state, local government, and commercial technical programs.

Ensures compliance with all applicable and relevant regulatory guidelines.

Coordinates activities, communication, and/or budgets for program(s) and technical project(s).

Minimum Qualifications:

Doctoral degree and one (1) year of relevant experience.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0040	Job Title: Temp Sales Rep
Job Family: Communications & External Rels	Pay Grade:
Job Sub-Family: Special Events	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Professional Level P1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
 Performs sales functions to generate meetings, conferences, and events. Establishes and maintains profitable relationships with customers and actively prospects new business opportunities.

Job Duties and Responsibilities:

Manages and maintains a prospect and opportunity pipeline to achieve annual sales targets and performance metrics.
 Develops and implements a sales plan to ensure maximum revenue is generated.
 Prepares sales reports and sales forecasts.
 Conducts research on prospective clients. Generates sales through client leads and community development.
 Coordinates conference service details and logistics for customers as needed.
 Negotiates contract details including facility rental, audio visual, food, and beverages.
 Serves as contact person and/or function manager for and during events when necessary.
 Works closely with the Conference Services team to ensure an optimum customer service experience for the clients.
 Interprets media/communication administrative rules and policies and recommends new and improved programs and/or technologies to effectively manage educational media/communication administration.

Minimum Qualifications:

Bachelor's degree and two (2) years of relevant experience.

Pre-Employment Requirements (Minimum):

Criminal Background Check

JOB SPECIFICATION

Job Code: 0051	Job Title: Temp Standard Patient Educator
Job Family: Academic Services	Pay Grade:
Job Sub-Family: Academic Support Services	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Professional Level P1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Coordinates the day-to-day operations of the Standardized Patient (SP) program.

Job Duties and Responsibilities:

Supervises and trains Standardized Patient (SP) in preparation for encounters and performs quality assessments of their work. Oversees and coordinates SPs in teaching and assessment activities involving medical students, interns, residents, physicians and other professionals.

Collaborates on the development and design of scenarios for teaching and assessment activities involving SPs.

Evaluates the SP Program and provides suggestions for quality improvement initiatives. Provides orientation to students, residents and other professionals on the simulation center and activities conducted within the center.

Works with different departments and programs across FIU to promote the SP program.

Coordinates and oversees SP projects and initiatives.

Interacts with other members of the SP community on a local, national and international level.

Travels between campuses and/or affiliated sites.

Minimum Qualifications:

Bachelor's degree and 2 years of office or related experience.

Pre-Employment Requirements (Minimum):

Criminal Background Check
 Driver's License Check

JOB SPECIFICATION

Job Code: 0041	Job Title: Temp Teacher
Job Family: Student Affairs	Pay Grade:
Job Sub-Family: Children's Learning Center	Union Code: N7N
FLSA Status: Exempt	Career Level: Professional Level P1

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:

Provides a high quality educational environment for a classroom of children; parents/families. Maintains the Early Care and Education Program's daily operation with respect to programming and adaptability to trends and best practice in early education as it relates to the Program's Mission and Vision. Participates in the Division of Student Affairs and University activities and events.

Job Duties and Responsibilities:

Teaches a class of children, monitors various stages of social, emotional, verbal, and physical developmental levels within the daily execution of the Program's curriculum. Oversees and effectively utilizes support staff and collaborative participants including field placement students and volunteers.
 Maintains curriculum resource areas including content and condition.
 Monitors outdoor play environments and reports safety hazards.
 Participates alongside fellow colleagues in presenting Parent Education programs.
 Represents the ECE Program at local, state, and national conferences.
 Participates in the preparation of the ECE Program and Division of Student Affairs goals incorporating the ECE's Vision and Mission and University's strategic plan.
 Assumes responsibility for the administrative and supervisory duties in the absence of the Directors and Lead Teacher.
 Manages one or more student affairs programs and formulates and recommends policies and procedures to effectively administer such programs.
 Interprets student affairs administrative rules and policies and recommends new and improved programs to effectively manage student affairs administration.

Minimum Qualifications:

"Bachelor's degree in Early Childhood Education, Child Development, or related discipline.
 Florida Department of Children and Families (DCF) 45 hours Child Care Facility Training.
 Florida Child Care Staff Credentialing Certificate must be obtained within 60 days.
 CPR/Standard First Aid Certification must be obtained within 30 days.

Licenses/Certificate Requirements (Minimum):

Florida Department of Children and Families (DCF) 45hours Child Care Facility Training.

**Florida Child Care Staff Credential Certificate
CPR/Standard First Aid certification**

Pre-Employment Requirements (Minimum):

**Criminal Background Check
Fingerprinting Check**

JOB SPECIFICATION

Job Code: 0053	Job Title: Temporary Tutor
Job Family: Academic Services	Pay Grade:
Job Sub-Family: Academic Support Services	Union Code: N7N
FLSA Status: Nonexempt	Career Level: Support Level S4

Job Summary:

The (Department Name) is currently seeking a (working title) to join their team of professionals. Duties include:
Provides tutoring/assistance for one of more subjects.

Job Duties and Responsibilities:

Conducts individual, small group, and/or online tutoring sessions.
Reviews classroom or curricula topics and assignments.
Assists students with homework, projects, test preparation, papers, research and other academic tasks.
Works with students to help them understand key concepts, especially those learned in the classroom.
Teaches skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions.
Demonstrates academic best practices for specific subjects and assignments, including research and writing tactics.

Provides students positive and constructive feedback.

Minimum Qualifications:

High School Diploma and 1 year of experience in subject areas.

Pre-Employment Requirements (Minimum):

Criminal Background Check