



# FWS

## Job Announcement

### Priority 1

**Title of Position:** College Assistant IV

**Supervisor:** Jim Temple

**Department:** Computer Support Services

**Number of job openings:** 1

**Will schedule be arranged around student's classes?**

Yes

No

**Dates and Hours:**

M

T

W

Th

F

**Duties:** Answer help desk calls, route calls to technicians, enter work orders in system.

**Job qualifications:** Basic knowledge of Windows, Microsoft application programs, and customer service.