



# FWS

## Job Announcement

### Priority 1

**Title of Position:** College Assistant VI

**Supervisor:** John Aasted

**Department:** Contract & Procurement

**Number of job openings:** 1

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

Yes

No

**Dates and Hours:**

M

T

W

Th

F

**Duties:** Process purchase orders; scanning; faxing; emailing; copying and distributing to vendors, end-users, and fiscal services. Filing purchase orders and new vendor forms. Entering and printing data from a computer system; running reports, performing analysis, entering new vendor information. Perform price reviews. Contact internal users to clarify and correct orders.

**Job qualifications:** Ability to use computer, fax, phone. Follow desk top procedures. Attention to detail.