



FWS

Job Announcement

Priority 1

Title of Position: College Assistant III

Supervisor: Wendy Trujillo

Department: PIO

Number of job openings: 1

Will schedule be arranged around student's classes?

Yes

No

Dates and Hours:

M

T

W

Th

F

Duties: Assist with the data input of submissions to the college's Events Calendar. Assist with answering phones, copying, filing, and other general office duties.

Job qualifications: Student needs to have good computer skills, good grammar and spelling skills and good attention to detail. Must be comfortable answering phones and communicating via email.