



FWS

Job Announcement

Priority 1

Title of Position: College Assistant VI

Supervisor: Debbie Rio

Department: Enrollment Services

Number of job openings: 1

Will schedule be arranged around student's classes?

Yes

No

Dates and Hours:

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Duties: Greet students, faculty and staff and assist with basic information and referrals. Screen Academic Standards petitions for accurate information and required documentation. Office work, answer phones, filing, student correspondence, assist with division reporting requirements, and data entry.

Job qualifications: Customer service skills, intermediate computer skills with experience in Microsoft Word, Excel, and Outlook. Data entry experience.