



FWS

Job Announcement

Priority 1

Title of Position: College Assistant IV

Supervisor: Ryan Theule

Department: Student Services-CCC

Number of job openings: 1

Will schedule be arranged around student's classes?

Yes

No

Dates and Hours:

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Duties: Advise and explain to students and public Student Business Office policy and procedures. Perform cashiering and other duties associated with student payment for cash, checks, and credit cards; preparing balance reports as required. Filing and maintenance of spreadsheets and inventory. Audit student records.

Job qualifications: Must have customer services skills, the ability to work with sensitive confidential data, knowledge of computers & adding machines. Needs to have the ability to perform cashiering functions, basic tasks, and duties with minimum direct supervision.