



FWS

Job Announcement

Priority 1

Title of Position: College Assistant IV

Supervisor: Michael Leach

Department: Communication Studies

Number of job openings: 1

Will schedule be arranged around student's classes?

Yes

No

Dates and Hours:

M

T

W

Th

F

Duties: Transcribe Video/Audio Material (Movies, Documentaries, Personal Interviews); Read and Organize Research

Job qualifications: Candidate must ideally have 60 wpm; Be able to work independently; Good computer skills; Strong analytical ability