



FWS

Job Announcement

Priority 1

Title of Position: College Assistant III

Supervisor: Susan Crowther

Department: MESA

Number of job openings: 1

Will schedule be arranged around student's classes?

Yes

No

Dates and Hours:

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F

Duties: The MESA front desk college assistant position provides office support and assistance to help maintain the operations of the MESA Study Center. The College Assistant will perform a wide variety of duties and will serve as the Center's first point of contact to students, faculty, staff and the community and is dedicated to ensuring a quiet study environment for all students.

Job qualifications: Ability to understand and carry out oral and written directions, ability to provide quality customer service, and maintain appropriate action and behavior while working with, and in the presence of students.