



# FWS

## Job Announcement

### Priority 1

**Title of Position:** College Assistant V

**Supervisor:** Anthony Michaelides

**Department:** Career Services

**Number of job openings:** 2

**Will schedule be arranged around student's classes?**

Yes

No

**Dates and Hours:**

M

T

W

Th

F

**Duties:** Assist students and the community in the lab with career related issues. Clerical functions including creating flyers, database management, phones, create banners/other office duties. Manage and maintain all bulletin boards and flyer racks. Assist with special projects as needed. Help with special student/community career events/Job fairs. Training will be provided. Pay is \$10.50/hr

**Job qualifications:** Excellent people skills. Good with computers including the internet and MS Word. Must be professional, reliable, dependable, and a team player. Attention to detail. Train new employees as needed.