



# FWS

## Job Announcement

### Priority 1

**Title of Position:** College Assistant IV

**Supervisor:** Edel Alonso

**Department:** Counseling

**Number of job openings:** 1

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

Yes

No

**Dates and Hours:**

M

T

W

Th

F

**Duties:** 1. Checking tht students with counseling appointments have outside transcripts on file and 2. Stuffing folders with materials.

**Job qualifications:** Customer service skills, phone etiquette, word processing.