



# FWS

## Job Announcement

### Priority 1

**Title of Position:** College Assistant I

**Supervisor:** Michele Edmonson

**Department:** Foundation

**Number of job openings:** 1

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

Yes

No

**Dates and Hours:**

M

T

W

Th

F

**Duties:** General Office and help setting up, staffing and taking down special events.

**Qualifications:** Professional office demeanor, good communication skills in both written and spoken words. Basic computer skills, ability to lift and move up to 20 lbs.