



FWS

Job Announcement

Priority 1

Title of Position: College Assistant II

Supervisor: Susan Crowther

Department: MESA

Number of job openings: 5

Will schedule be arranged around student's classes?

Yes

No

Dates and Hours:

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Duties: Provides office support and assistance and performs a wide variety of duties to help maintain the day-to-day operations of the MESA Student Center Center. This includes greeting and directing students/visitors, answering questions, daily/weekly cleaning, mail pickup/delivery, filing, photocopying, computer work and other duties as assigned.

Qualifications: Ability to provide and maintain cooperative professional working relationships with students, faculty, and staff. Role model appropriate action and

behavior while working with and in the presence of students. Ability to multitask and handle emergencies calmly while providing quality customer service and work ethic. Up to 5 positions needed to fill morning, day, or evening shifts.