



FWS

Job Announcement

Priority 1

Title of Position: College Assistant IV

Supervisor: Allison Devlin

Department: Student Development

Number of job openings: 1

Will schedule be arranged around student's classes?

Yes

No

Dates and Hours:

M

T

W

Th

F

Duties: Front counter service. Taking ID pictures. Selling tickets. Assisting with events. Organizing office. Assist with ASC Business Office.

Qualifications: Customer service experience. Organized. Experience with handling and counting cash. Able to learn quickly. Enjoy working with people.