



# FWS

## Job Announcement

### Priority 1

**Title of Position:** College Assistant I

**Supervisor:** Wendy Ruiz

**Department:** ECE

**Number of job openings:** 1

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

Yes

No

**Dates and Hours:**

M

T

W

Th

F

**Duties:** assist with basic office duties such as, but not limited to, filing, answering phones, computer data entry and mail pick up/delivery.

**Job qualifications:** Some experience answering phones, filing, basic computer skills.