

# CLASSIFIEDS

## DIESEL TECHNOLOGY PARTS MANAGER/SERVICE WRITER

Fort Hays Tech I Northwest is seeking a dependable and detail-oriented individual to join our team as a Parts Manager/Service Writer. This vital role is responsible for the procurement, tracking, and timely return of parts, while maintaining organized and accurate inventory control, including a stock of commonly used chemicals and hardware.

### Key Responsibilities:

- Procure, track, and return parts in a timely manner
- Maintain inventory of parts, hardware, and supplies
- Perform customer service duties, including communication with instructors, students, vendors, and internal departments
- Manage billing and quote generation
- Code and submit invoices to the Business Office promptly
- File documentation and answer phones as needed
- Use billing and inventory software efficiently
- Participate in department and campus community events and meetings

### Qualifications:

- Strong organizational skills and attention to detail
- Excellent communication and customer service skills
- Proficient computer skills, including experience with billing/inventory software
- Ability to work independently and as part of a team
- Commitment to supporting a collaborative campus environment

This is a 10-month position with scheduled work from August through May, 6:30 am – 4:00 pm MT. The summer months serve as the vacation period for this role. Interested candidates should complete an online employment application at:  
<https://www.fhnw.edu/employment-application>.

E.O.E./A.D.A.



FORT HAYS TECH  
NORTHWEST

## •PUBLIC NOTICE•

Published in The Goodland Star-News on Friday, June 6, 2025

### ORDINANCE NO. 1798 SUMMARY

On June 2, 2025, the City of Goodland, Kansas adopted Ordinance No. 1798. The ordinance grants a franchise to IDEATEK TELECOM, LLC to construct, operate and maintain a telecommunications system in the City of Goodland, Kansas. A complete copy of this ordinance is available at [www.goodlandks.gov](http://www.goodlandks.gov) or at Goodland City Hall. This summary was certified by Jake Kling, City Attorney.

## WE ARE HIRING

Certified Occupational Therapy Assistant

### JOB DESCRIPTION:

- Have & maintain a license to provide as a Certified Occupational Therapy Assistant.
- To provide direct treatment as outlined by the supervising Occupational Therapist, adapting program as directed in a school setting.
- To keep accurate and timely notes of treatment, session, and student response. Record pertinent information from teachers, parents, etc.

### BENEFITS:

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L-2500335



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