

Position/Title:

Department/Division: * Location: *

Supervisor's Full Name: *

Based on your NPC department needs, enter the number of FWS employees: *

Job Description (Identify the duties and responsibilities):

* receiving and sorting incoming financial aid documents
maintaining filing systems
monitoring and inventory of office supplies
keeping office area neat and tidy

List Special Skills:

- organizational skills
- computer literate – internet, Word, Excel, PowerPoint
- time management skills
- attention to detail and accuracy
- adaptability
- customer service orientated
- team work
- communication skills - verbal and written
- confidentiality

NOTE: A FWS Job Description should reflect a potential FWS employee's educational or vocational goals that provide preparation to enter the workforce.

Will the FWS employee need access to a computer? Yes * No *

Describe what access to a computer or other equipment the FWS employee will need

* I believe we already have a extra computer that can be shared between our call center and a FWS student

NOTE: This information will be sent to TAS so they can prepare necessary equipment for the employee. This DOES NOT replace the need for the supervisor to submit an iSupport request just as requests for other employee equipment is submitted.

Will the FWS employee need access to applications or software? Yes * No *

Describe what access to applications or software the FWS employee will need:

* Word, excel, possible CX once they are trained

NOTE: This information will be sent to TAS so they can prepare necessary access for the employee. This DOES NOT replace the need for the supervisor to submit an iSupport request just as requests for other employee access is submitted.

Supervisor Signature: Jennifer Dobell ...3135393734 Date: 08/09/2023

TAS Acknowledgement: Leslie Dye ...3330343836 Date: 08/10/2023

and Inclusion, 1611 S. Main, Snowflake, Arizona 85937, (928) 536-6246. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 01/21

DyForms/MJ • 01/23 • FA/Forms/FWS/JobDesc