

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):**

\* Assist in the day-to-day activities of a SCC Campus as directed by the Campus Manager, including the operations of campus office, assist students with registration and payments, answering incoming telephone calls, answers questions, takes messages, maintains a presence on campus, and other duties as assigned.

**List Special Skills:**

Proficiency in operation of word processing applications and other basic office equipment. Working knowledge of office practices. Sound oral and written communication skills; ability to work in a diverse, multi-cultural environment. Ability to read and comprehend the English language sufficiently in order to understand written and verbal information. Ability to identify customer needs and requirements; follow policies and procedures.

**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

\*

**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:

\*

**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: Jared Jake ...3436383333

Date: 08/16/2023

TAS Acknowledgement: Leslie Dye ...3031373839

Date: 08/16/2023

**PUBLIC NOTICE OF NONDISCRIMINATION:** Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (928) 524-7471. The Section 504 Compliance Officer is the Coordinator of the Office of Accessibility 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