

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):

- * Students
 - Greet students in the advising suite
 - Answer general questions
 - Direct students to other buildings/rooms
 - Show students how to access
 - o MyNPC
 - o Moodle
 - o Class Search
 - o Scholarships
- Office Tasks
 - Shredding
 - Filing
 - Take up and check mail
 - Cutting up scratch paper
 - Assemble 2-pocket folders
 - Maintain brochure rack & bulletin boards
- * Maintain printer paper

List Special Skills:

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 *

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

Supervisor Signature: Donna Krieser ...3033353635 Date: 09/06/2023

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

TAS Signature