

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):**

\* Check out and check in library materials; use library catalog; perform filing; data entry; answer phone; assist patrons in finding & using information; shelf materials; distribute materials; process materials; assist with use of AV equipment, copier, computers, reserve materials, fax and testing. Assist with Pharos login. Monitor library email account. May help process new materials. Perform other functions and tasks as required and assigned.

**List Special Skills:**

Must possess basic computer skills, basic filing skills, basic math skills; have a positive & friendly attitude; a willingness to help others; to interact with professionalism when using the telephone and during in-person interactions; have the ability to get along well with other staff and internal and external customers; must pay attention to detail, and have the ability to follow written & verbal directions; must perform job functions with honesty and responsibility; must act with and demonstrate the ability to maintain 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 \*

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

Supervisor Signature: *Jenna Herman* ...3330353536 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