FEDERAL WORK STUDY JOB DESCRIPTION

FWS Position /Title: CAMPUS OFFICE ASSISTANT

NPC Campus/Center Location: SCC

FWS Supervisors: Emma Hillend (SCC)

DUTIES: General Office duties assisting Campus office staff. Provide services to students, staff, faculty and the general public. Answer phones, transfer, redirect calls or take messages; assist with mail distribution, forms distribution, recordkeeping systems, data entry, inventory and ordering supplies. Assist in providing information and directions as needed and within the confines of NPC policies. Assist with multifunction printer requests, typing and filing assignments. Assist in vehicle maintenance procedures, coordinating preparation of reports, analyzing data and identifying solutions. Assist in ensuring equipment used by students and staff is operational. Assist in library procedures. Assist with other duties as assigned.

REQUIREMENTS: Enrolled for 6 or more credit hours and eligible for Financial Aid. Must have a valid AZ driver’s license.

SKILLS: Basic clerical/office support practices and procedures; general knowledge of operating equipment, computer programs. Organized and self-motivated with strong communication and interpersonal skills.