Northland Pioneer College
2011-2012 Federal Work-Study Job Description Form

FWS Position /Title: FWS Center Office/Library Assistant

NPC Campus/Center Location: Hopi Center, St. Johns Center, Whiteriver Center,

FWS Supervisor(s): Cara Dukepoo (Hopi), Nicole Connolly (St. Johns), A.J. Taylor (Whiteriver)

Duties: General office duties assisting Campus/Center 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, record-keeping systems, data entry, inventory and ordering supplies. Assist in providing information and directions as needed and within the confines of NPC policies. Assist with multi-function 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.

Minimum Requirements: Enrolled for 6 or more credit hours and eligible for Financial Aid.

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