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

FWS Position /Title: Library Aide
NPC Campus/Center Location: LCC, PDC, WMC

FWS Supervisor: Deb Holbrook (LCC), Henrietta Valenciano(LCC), Trudy Bender(PDC), Susan Acton(WMC), Lori Pimper(WMC)
Extension: 6520, 7320, 6120
Department/Division: Library

FWS Job Description (identify the duties and responsibilities):
Checkout & checkin library materials, use automated library catalog system, answer telephone, assist students in finding & using information, shelve materials, distribute materials to distance learning classrooms, process materials, assist with use of AV equipment, copier, computers, reserve materials, fax and testing. Other functions as required.

List special skills:
Basic computer skills, positive and friendly attitude, willingness to help others, professional use of telephone & in-person interaction, attention to details, ability to follow written and verbal directions.

Public Notice of Nondiscrimination: The College does not discriminate on the basis of race, color, national origin, 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, 103 First Avenue at Hopi Drive, Holbrook, AZ 86025 (800) 266-7845. The Section 504 Compliance Officer is the Coordinator of Disability Resources and Access, 1001 W Deuce of Clubs, Show Low, AZ 85901 (800) 266-7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.