

Position/Title:

Department/Division: *

Location: *

Supervisor's Full Name: *

Based on your NPC department needs, enter the number of FWS Students: *

Job Description (Identify the duties and responsibilities):

* Assist the Early College team (e.g. EC Director, EC Advisors, and EC Office Assistant) with general filing, data entry, and special projects related to Marketing requests, course scheduling/registration requests, and meeting/event planning. 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, email, 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 student's educational or vocational goals that provide preparation to enter the workforce.

Signature: Christopher Green ...3933383934

Date: 02/06/2023

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