

FEDERAL WORK-STUDY JOB DESCRIPTION

Position/Title: Office Clerk
Department/Division: *Records and Registra Location: *Holbrook - Painte
upervisor's Full Name: * Deena Gillespie
ased on your NPC department needs, enter the number of FWS Students: *2
ob Description (Identify the duties and responsibilites):
Northland Pioneer College
2022-2023 Federal Work-Study Job Description Form
Spring 2023 semester:
*No FWS activity before the first week of classes. February 3, 2023 – May 12, 2023 (19 hours per week)
NOTE:
Start date may be adjusted for programs with early start dates. *Dates and hours listed above are based on student's unmet need and available FWS funding.
FWS Position /Title: Work Study
NPC Campus/Center Location: Painted Desert Campus (PDC)
FWS Supervisor: Deena Gillespie Extension: 7365
Department/Division: Registrar – Enrollment Services Based on your NPC department needs, indicate the number of FWS positions being requested: (2)
based on your NFO department needs, indicate the number of Fwo positions being requested. (2)
FWS Job Description (identify the duties and responsibilities): 1. Filing, copying, and sorting records
2. Assist in preparation of out-going mail
 Answering phones as needed Data Entry skills
5. Telephone registrations, etc.
6. Basic computers Skills
7. Performs related duties as assigned 8. Refer errors to proper authorities
9. Scanning
NOTE: A FWS Job Description should reflect a potential FWS student's educational or vocational goals that provide preparation to enter the workforce.
ist Special Skills:
1. Phone usage
2. Willing to learn
NOTE: A FWS Job Description should reflect a potential FWS student's educational or vocational goals that provide preparation to enter the workforce.
Signature: Date: 02/03/2023

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

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