

Position/Title: Advising Assistant

Department/Division: * Academic Advising ▼

Location: * Show Low - White ▼

Supervisor's Full Name: * Donna Krieser

Based on your NPC department needs, enter the number of FWS Students: * 2

Job Description (Identify the duties and responsibilities):

* Students

- Greet students in the advising suite
- Answer general questions
- Direct students to other buildings/rooms
- Show students how to access
 - o MyNPC
 - o Moodle
 - o Class Search
 - o Scholarships

Office Tasks

- Shredding
- Filing
- Take up and check mail
- Cutting up scratch paper
- Assemble 2-pocket folders
- Maintain brochure rack & bulletin boards
- Maintain printer paper

List Special Skills:

filing - know alphabet

NOTE: A FWS Job Description should reflect a potential FWS student's educational or vocational goals that provide preparation to enter the workforce.

Signature: Donna Krieser ...3731323632

Date: 01/31/2023

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