

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):

* Assists with center registration/activities following NPC procedures,
Assists customers and provides information and/or directs inquiries to the proper person.
Assists with center office duties such as answering phones, typing, filing, copying and distribution of internal and external mail.
Assist with monitor duties as it relates to, checking out any materials from the center library, sorting mail, clean AV equipment, assist students using the internet and any other mode of connection.

List Special Skills:

maintains confidentiality and follows all NPC procedures
Knowledge of computer based programs.
Sound oral and written communication skills especially as it relates to communication.
Follow safety guidelines, as it relates to computer software operation, etc.
Follow written and oral directions.
Able to interact effectively with diverse populations served.

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

Signature: Modonna Huma-Dawasevaya ...3039313733

Date: 02/13/2023

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