

FEDERAL WORK-STUDY JOB DESCRIPTION

Position/Title: FAO assistant
Department/Division: *Financial Aid Location: *Holbrook - Painte
Supervisor's Full Name: * Jennifer Dobell
Based on your NPC department needs, enter the number of FWS employees: *3
Job Description (Identify the duties and responsibilites):
receiving and sorting incoming financial aid documents maintaining filing systems monitoring and inventory of office supplies keeping office area neat and tidy
List Special Skills:
 organizational sills computer literate – internet, Word, Excel, PowerPoint time management skills attention to detail and accuracy adaptability customer service orientated team work communication skills - verbal and written confidentiality
will the FWS employee need access to a computer? Yes* No* □
Describe what access to a computer or other equipment the FWS employee will need
believe we already have a extra computer that can be shared between our call center and a FWS student
NOTE: This information will be sent to TAS so they can prepare necessiary equipment for the employee. This DOES NOT replace the need for the supervisor to submit an iSupport request just as requests for other employee equipment is submitted.
Will the FWS employee need access to applications or software? Yes ★ ✓ No ★ □
Describe what access to applications or software the FWS employee will need:
Word, excel, possible CX once they are trained
NOTE: This information will be sent to TAS so they can prepare necessiary access for the employee. This DOES NOT replace the need for the supervisor to submit an iSupport request just as requests for other employee access is submitted.
Supervisor Signature: Supervisor Signature: Date: 08/09/2023
TAS Acknowledgement: deslie Bye3330343836 Date: 08/10/2023

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and Inclusion, 1611 S. Main, Snowflake, Arizona 85937, (928) 536-6246. in vocational education programs. Revised 01/21	. The lack of English language skills will not be a barrier to admission and participation	ı
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