

The submission of this form will be for the _____ academic year.

Position/Title:

Department/Division: * Location: *

Supervisor's Full Name: *

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

Job Description (Identify the duties and responsibilities):

* Receiving and sorting incoming financial aid documents
 Maintaining filing systems
 Monitoring and inventory of office supplies
 Keeping office area neat and tidy
 Answering phones
 Triaging students to specialist
 Working in system for special projects
 Projects assigned my the director and FA Manager

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

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

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

* This employee is switching from temp to FWS we would like all her access to stay the same since it is same job duties and she is already doing. She has access to PF and CX and log in to the computers already. So no addition or changes just her title from temp to FWS.

NOTE: This information will be sent to TAS so they can prepare necessariy 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:

* This employee is switching from temp to FWS we would like all her access to stay the same since it is same job duties and she is already doing. She has access to PF and CX and log in to the computers already. So no addition or changes just her title from temp to FWS.

NOTE: This information will be sent to TAS so they can prepare necessariy 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: Jennifer Dobell ...3435383435 Date: 11/21/2024

Technical Services Acknowledgement: _____ Date: _____

Enterprise & Data Systems Acknowledgement: _____ Date: _____

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

DyForms/MJ • 01/23 • FA/Forms/FWS/JobDesc

Director of Technical Services Signature

Director of Enterprise & Data Systems Signature