

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

*The College & Career Preparation (CCP) program assists students earn a High School Equivalency (HSE), get ready for college-level coursework, prepare for career pathways, and gain general workforce development skills. The CCP Assistant position would help and/or complete office activities related to the CCP program and the associated grant requirements. The responsibilities for this position largely include assisting with the program's projects, including the following:

- Process and track paperwork associated with the CCP's grant activities
- Support Learning Assistants during new student orientations (OTEs)
- Assist students in the Student Writing Center with general technology questions
- Help with implementing the program's new resource inventory system
- Assist in distribution of St. Mary Food Boxes once a month & completion of associated reports
- Compiling and updating community resources lists
- Data entry and tracking
- Complete general organization projects
- Communicate with CCP and other NPC personnel on assigned tasks
- Learn about the field of adult education

List Special Skills:

- Minimum GPA of 3.0
- Must qualify for the Federal Work Study Program for at least 4 hours a week
- Must provide resume, cover letter, and any post-secondary transcripts
- Must complete an interview with position's supervisors
- Must have:
 - o Valid driver's license
 - o Basic computer skills including familiarity with MS Office, email, and internet browsers;
 - o Strong communication skills;
 - o Ability to follow directions and complete assigned tasks.
- May be: interested in career in education or related field

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
*

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

NOTE: This information will be sent to TAS so they can prepare necessary 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: Sabitha Stichel ...3139323830 Date: 01/14/2025

Technical Services Acknowledgement: Michael Jacob ...3836383934 Date: 01/14/2025

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 Enterprise & Data Systems Signature

Signature not required