

Temporary Office Staff

Part-time, temporary, 40 hours per week

Northland Pioneer College is looking for a temporary office worker to assist in the day-to-day activities of a College Center, including the operations of center office, assist students with registration and payments, answering incoming telephone calls, answers questions, takes messages, maintains a presence on center, and other duties as assigned.

Location: P D C C a m p u s

SKILLS REQUIRED: Proficiency in operation of word processing applications and other basic office equipment. Working knowledge of office practices. Sound oral and written communication skills; ability to work in a diverse, multi-cultural environment. Ability to understand written and verbal information. Ability to identify customer needs and requirements, follow policies and procedures answer phone calls, run reports check data on reports for errors, reviewing file folders for data missing, send out emails.

PHYSICAL REQUIREMENTS: Ability to perform the following physical requirements of the position with or without a reasonable accommodation: Sufficient physical dexterity to use a telephone, computer keyboard and other electronic equipment. Critical sensory requirements include general vision (corrected to 20/20), hear and listen in the normal range (corrected), and speak and give general directions clearly. Ability to lift 35 pounds.

REQUIRED QUALIFICATIONS: Post high school courses or training appropriate for the position and one year general or public relations required. Demonstrated ability to use current office technologies such as word processing, spreadsheet applications, email, calendar applications, etc.

Working Days/Hours: Monday through Friday, 40 hours a week (Hours: 8:00 am to 5:00 pm, varies) and at \$ 20.00 per hour to start.

Questions, contact: Deena Gillespie, Assistant Registrar, Holbrook, AZ (928) 524-7365 or deena.gillespie@npc.edu

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, AZ 85937, (928) 536-6246. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.