

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):

* As a Campus Support Assistant, as part of the federal work study program, you will play a vital role in supporting the daily operations of the Campus Front Office. Your responsibilities will include assisting with; class registrations, answering student inquires (both in person, via email, and via phone), campus mail sorting and delivery, assisting with campus cleanliness through light cleaning duties, occasional setup and cleanup of special events, and most importantly maintaining a knowledgeable presence on campus, providing directions and assistance to students and staff, and other approved duties as assigned.

List Special Skills:

The ideal candidate for this position will be a current student eligible for work study, possessing excellent communication and customer service skills. You should demonstrate strong organizational abilities and be comfortable multitasking in a dynamic environment. A positive attitude and willingness to learn are essential, as you'll be taking on various tasks and interacting with diverse groups on campus. This role offers an opportunity to develop basic professional skills in an office environment which may include; include effective communication, time management, organization, teamwork, problem-solving, and computer literacy, as well as softer skills like adaptability, professionalism, and attention to detail. Through daily tasks and interactions, you'll gain practical experience that enhances your overall workplace competence and career readiness.

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

* They'll need computer access. If appropriate they'd use the computers at the SCC Front Office. These are currently used by Isabel Rogers and Herculano Gasaway, but with current staff schedules at least 1 of these workstations is available at any given time. If for some reason this isn't appropriate, an issued laptop could suffice.

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:

* Access to Jenzabar, email, and TargetX.

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: Craig Channell ...3231373432 Date: 09/03/2024

Technical Services _____ Date: _____
Acknowledgement: _____

Acknowledgement:

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

Electronic Signature Pending

Director of Enterprise &
Data Systems Signature

Electronic Signature Pending