

Position/Title:

Department/Division: * Location: *

Supervisor's Full Name: *

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

Job Description (Identify the duties and responsibilities):

* Northland Pioneer College
2022-2023 Federal Work-Study Job Description Form

Spring 2023 semester:
*No FWS activity before the first week of classes.
February 3, 2023 – May 12, 2023 (19 hours per week)

NOTE:
Start date may be adjusted for programs with early start dates.
*Dates and hours listed above are based on student's unmet need and available FWS funding.

FWS Position /Title: Work Study
NPC Campus/Center Location: Painted Desert Campus (PDC)

FWS Supervisor: Deena Gillespie
Extension: 7365
Department/Division: Registrar – Enrollment Services
Based on your NPC department needs, indicate the number of FWS positions being requested: (2)

FWS Job Description (identify the duties and responsibilities):

1. Filing, copying, and sorting records
2. Assist in preparation of out-going mail
3. Answering phones as needed
4. Data Entry skills
5. Telephone registrations, etc.
6. Basic computers Skills
7. Performs related duties as assigned
8. Refer errors to proper authorities
9. Scanning

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

List Special Skills:

1. Phone usage
2. Willing to learn

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

Signature: Deena Gillespie ...3430323432

Date: 02/03/2023

