



Campus Services Technician

If you are passionate about helping students succeed and thrive in a supportive campus environment, this role offers the opportunity to make a meaningful impact through exceptional service and efficient operations at Arizona Western College. We are seeking a detail-oriented, collaborative professional committed to excellence and dedicated to supporting student success at the Parker Campus. This is your opportunity to contribute to a high-performing team and bring your skills, initiative, and commitment to service. Apply now and be part of the impact.

Salary:

\$19.48– \$20.64 per hour, depending on experience.

Summary of Function:

Provide advanced clerical, administrative, and operational support to a designated department and serve as a key point of contact for students, faculty, staff, and the public. Coordinate day-to-day administrative functions, communications, and processes while exercising independent judgment, maintaining confidentiality, and supporting efficient and effective departmental operations.

Typical Duties:

- Serves Students. Serve as a primary point of contact for students, faculty, staff, and the public by delivering professional customer service in person, by phone, and electronically. Provide direct support for admissions, registration, enrollment processes, onboarding, cashiering intake, and general student inquiries across assigned programs. Guide students in navigating college systems, learning platforms, and available campus and remote services. Ensure accurate and timely dissemination of information while maintaining confidentiality of student records. Process and update student information in designated systems and support consistent and responsive service delivery across campus functions.
- Coordinate daily administrative operations and support communication flow across the department. Monitor and manage departmental inboxes, route inquiries appropriately, and respond to routine communications. Serve as a liaison between students, faculty, staff, and other departments to ensure accurate information sharing and timely follow-up. Prepare and distribute flyers, announcements, and program communications to support orientations, student activities, and campus initiatives. Provides guidance, training, and ongoing support to student workers and part-time staff, including onboarding, instruction on procedures, monitoring daily task completion, and reinforcing adherence to departmental processes and service expectations. Coordinate scheduling, meetings, and document preparation while maintaining organized records and tracking systems to support workflow continuity and operational efficiency.
- Provide coordinated support for testing services and related academic programs to ensure organized and compliant exam administration. Schedule testing appointments, verify documentation, prepare materials, and monitor testing sessions in accordance with established procedures. Maintain accurate records, logs, and required documentation to support compliance and reporting that is data-driven as needed. Participate in required certifications and ongoing training under the direction of the Administrative Assistant IV and testing leadership. Support a secure, professional, and consistent testing environment.
- Perform routine financial processing functions in accordance with institutional procedures. Receive and process student payments, enter transactions into designated systems, and maintain accurate financial records. Assist with preparing deposits, handling cash according to established guidelines, and processing purchasing or reimbursement documentation as assigned. Serve as a point of contact for basic payment-related inquiries and support documentation routing for financial aid and sponsorship processes. Ensure accuracy, organization, and compliance with institutional fiscal policies and internal controls.
- Coordinate and support logistical aspects of student orientations, activities, outreach events, and special programs. Assist with event planning tasks, including scheduling, communications, space setup, equipment coordination, and material preparation. Support facility readiness and ensure spaces are organized and functional for events and daily operations. Contribute to the implementation of program initiatives by providing administrative and logistical support.
- Supports and participates in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Associate degree or higher
- Two years' clerical experience
- Applicants may indicate any additional language proficiencies in their application materials, including English/Spanish, as relevant to the position
- An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Additional Eligibility Requirements:

- Arizona Driver's License or Equivalent

Classification:

- Non-Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 38 hours per week
- Monday-Thursday, 8:00am-6:00pm
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

Knowledge, Skills, and Abilities:

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow, and operating procedures
- Knowledge of supervisory principles, practices, and techniques
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to be flexible and supportive, positively and proactively assimilate change in rapid growth environment
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to supervise and schedule the work of others
- Ability to adapt to a dynamic workload and demands
- Ability to adapt and maintain professional composure in emergent situations
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:

- Work is performed in an open office environment with staff, student, and community contact and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department or institutional needs

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- May lift, carry, push, and/or pull, at times a minimum of 10 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist
- Safely and appropriately operate golf carts or district vehicles
- Must be able to navigate various departments of the organization's physical premises

Travel:

- May be required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department and institutional needs.

Note:

- Location: Parker Campus
- Benefits Eligible

APPLICATION PROCEDURE:

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

ADDITIONAL DETAILS:

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
- The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice

ADDRESS INQUIRIES TO:

Arizona Western College

Human Resources

Phone: (928) 344-7505 / FAX: (928) 317-6001 / TTY: (928) 344-7629

Email: Human.Resources@azwestern.edu

ARIZONA WESTERN COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER