This position at Northwest Campus provides day to day support for campus personnel and serves as a main resource for personnel, payroll, travel and front desk support. It is a 37.5 hours/week, 11.5 month position with full benefits, including tuition waivers.

Salary is at Grade 77, $28.94/hour.

For more position and qualification information, go to careers.alaska.edu, click on Nome from the side menu and search for posting # 580338.

Applicant Instructions: Please attach a cover letter detailing your qualifications as they pertain to this position, a current resume and three professional letters of reference.

This position is open until filled; however, first consideration will be given to applications received by November 30, 2017.