



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-1800 • FAX (907) 442-2172

**POSITION VACANCY ANNOUNCEMENT C23-036**

**R-18-03**

**TITLE:** Dormitory Attendant- Star of the Northwest

**QUALIFICATIONS:**

1. High school diploma or GED.
2. Familiarity with the local, community, and available resources.
3. Experience in dormitory, hotel, or similar operations, preferred.
4. Valid Alaska driver's license.

**REPORTS TO:** Director of Alaska Technical Center

**JOB GOAL:** Provision of Dormitory Attendant services for residents of the ATC Dormitory.

**PERFORMANCE RESPONSIBILITIES:**

Include but are not limited to the following: provide on-site supervision and support to trainees residing in the Dormitory; assist dormitory residents with any concerns or problems and refer unresolved items to the Dormitory Supervisor for action; responsible for monitoring building security and enforcing all policies, procedures, and rules of the ATC dormitory; exercise mature judgment in handling disturbances and violations of Dormitory rules in accordance with established policies and procedures; provide detailed, accurate reports of all incidents occurring during assigned duty hours; provide change to residents for phone, laundry, vending machines; maintains accurate records of change fund; perform custodial tasks as required to maintain a clean and healthful environment during all duty hours; other duties assigned by supervisor.

**LENGTH OF POSITION:** 20 hours per week

**SALARY:** Range 10 / Step 1, \$25.38 per hour

**APPLICATION PROCEDURES:**

DISTRICT EMPLOYEES must submit to the Human Resources Department the following: request for transfer form; updated list of work experience; letter of recommendation from current supervisor.

OTHER APPLICANTS must submit the following items to the Human Resources Department: a completed application form; at least three (3) current references, including one from most recent employer. All references must have current telephone numbers.

**APPLICANTS ALREADY ON FILE MUST SUBMIT  
A LETTER EXPRESSING INTEREST IN THE POSITION**

**ALL OF THE ABOVE MUST BE POSTMARKED OR RECEIVED ON OR BEFORE  
THE CLOSING DATE TO BE CONSIDERED FOR THIS POSITION**

DATE ANNOUNCED.... August 15, 2022

DATE CLOSING.... Open until filled

**AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER  
APPLICATIONS FROM MINORITIES ARE ENCOURAGED**