

# Federal Work-Study (FWS) Job Description

## FWS Eligibility

To be eligible for a Federal Work-Study position, student must:

- Have a current FAFSA and completed financial aid file at NWACC
- Have remaining student aid eligibility
- Maintain satisfactory academic progress towards
- Be enrolled in a current or future term at NWACC

<b>Position Title</b>	Clerk	
<b>Purpose/Role of this Position</b>	Monitor Computer Labs	
<b>Department/Agency</b>	Business & Computer Information	
• Position Location	Shewmaker Center for Global Business Development	
• Campus or City	Global Technology Center – Bentonville Campus	
<b>Hours Per Week</b>	Up to 19 hours a week	
<b>Hourly Pay Rate</b>	<b>\$11.25</b>	
<b>Position Dates</b>	Begin: 07/10/23	End: 06/22/24
<p><i>Beginning date will be the latter of: the above date or first day of pay period following completion of background check and new-hire processing</i>  <i>Ending date will be the earliest of: the above date, the last day of the student's eligibility, or the student's date of resignation/termination</i></p>		
<b>Position Supervisor Name</b>	Shelley Attaway	
• Supervisor Email	sattaway@nwacc.edu	
• Supervisor Phone	479-986-4334	
<b>Job Duties may include:</b>	<ul style="list-style-type: none"> <li>• Assist students in accessing computers and programs</li> <li>• Keep lab area organized and clean</li> <li>• Assist Lab Supervisor and Administrator in maintaining labs</li> <li>• Assist Instructors when needed</li> <li>• Evening hours during the week. Close lab at night</li> <li>• Open and close lab on weekends</li> </ul>	
<b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>• Must have basic computer skills</li> <li>• Must be willing to help students.</li> </ul>	
<b>Evaluation Procedures</b>	<i>FWS Supervisors are encouraged to evaluate new FWS employees after 30 days and at least annually.</i>	

NorthWest Arkansas Community College is an equal opportunity, affirmative action institution. The college welcomes applications without regard to age, race, gender, national origin, disability, religion, marital or parental status (including pregnancy).