

2017-2018 Federal Work-Study Position Announcement

Department &/or Location:	Bentonville Public Library
Hours per Week:	Up to 19 hours per week
Hourly Rate:	\$10.00 per hour
To Apply phone or email:	Name: Sue Ann Pekel, Children's Librarian Phone: 479-271-6816 Email: spekel@bentonvillear.com
Job Duties	<ul style="list-style-type: none"> • Student will act as a reading tutor for preschool-age through elementary-school-age children through the following programs: Study Buddies Reading buddies • Student will perform family literacy activities in a family literacy project that provides services to families with preschool-age children or children who are in elementary school through Early Literacy Story times • Student will work directly with children and parents delivering the curriculum. • Shelving and reading age appropriate books and digital resources to develop curriculum under the supervision of a MLS librarian
Required & Preferred Qualification:	<ul style="list-style-type: none"> • Basic Computer Skills required • Customer Service experience helpful • Attention to detail a must
Hiring Process & Procedure	<ol style="list-style-type: none"> 1. <i>You must have a current FAFSA on file; your financial aid file must be complete, you must have remaining eligibility for federal student aid and you must be enrolled in classes</i> 2. <i>Contact the supervisor to let her know you are interested in the position.</i> 3. <i>Include your contact information and your resume. Career Services can help if you do not have a resume.</i> 4. <i>The supervisor will contact you to set up an interview if she thinks you are a good candidate for the job.</i> 5. <i>After all candidates are interviewed the supervisor will let you know whether or not you have been selected for the job.</i> 6. <i>If you are selected to be hired, you will receive an e-mail in My NWACC Connection with new hire paperwork to complete.</i> 7. <i>Complete the paperwork and return it to Human Resources as soon as possible.</i>

*NWACC does not discriminate on the basis of gender, age, race, color, creed, religion, ancestry, national or ethnic origin, sexual orientation, gender identity, disability, genetic information, military status, veteran status, familial status, or any other protected category under applicable local, state, or federal law, ordinance or regulation