

Federal Work-Study Position

To apply:

- Send your resume to position supervisor. See contact information below.

Department or Agency:	Career Pathways
Position Location:	Burns Hall, Room 1218
Campus or City:	Bentonville Campus
Position Classification:	Clerk
Hours Per Week:	10
Hourly Rate:	\$9.00
Position Begin Date:	08/13/18
Position End Date:	6/29/19
Position Supervisor:	Christie Brinsfield
Supervisor Email:	cbrinsfield@nwacc.edu
Supervisor Phone:	479-986-4085
Purpose/Role of Position:	Workstudy: to assist staff/students in the Career Pathways Program
Job Duties:	<ul style="list-style-type: none"> • File student forms and documentation • Greet students from front desk reception area • Assist staff with distribution of textbooks, gas cards and other supplies • Organize student supply stock room • Other special projects
Job Qualification:	<ul style="list-style-type: none"> • Basic Computer Skills required • Customer Service experience helpful • Good organizational skills and attention to detail • Trustworthy and friendly

Evaluation Procedures:

FWS Supervisors are encouraged to evaluate new FWS employees after 30 days and at least annually.

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