

Federal Work-Study Position

To apply:

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

Department or Agency:	Center for Health Professions
Position Location:	CHP 2050
Campus or City:	Bentonville
Position Classification:	Clerk
Hours Per Week:	15
Hourly Rate:	\$9.00
Position Begin Date:	07/02/18
Position End Date:	6/29/19
Position Supervisor:	Mark Wallenmeyer
Supervisor Email:	mwallenmeyer@nwacc.edu
Supervisor Phone:	619-4310
Purpose/Role of Position:	Work Study for Health Professions
Job Duties:	<p>Assist with office supplies, inventory, and organization</p> <p>Scanning, filing and running errands</p> <p>Assist with tours of the Center for Health Professions building</p> <p>Provide assistance to program directors/faculty on tasks as needed</p> <p>Provide assistance to Health Professions Advisor</p> <p>Provide assistance to Administrative Assitants within Health Professions</p> <p>Assist with club activities</p>
Job Qualification:	High School diploma or GED

Evaluation Procedures:

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

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