

## 2017-2018 Federal Work-Study Position Announcement

Department &/or Location:	Dean of Student Services Becky Paneitz Student Center Suite 233 A Main Campus
Hours per Week:	Up to 19 hours per week
Hourly Rate:	\$9.00 per hour
To Apply phone or email:	Lea Sutherland 479-619-4371 lsutherland@nwacc.edu
Job Duties	<ul style="list-style-type: none"> <li>• Provide general information regarding Student Services</li> <li>• Assist with office supplies inventory and organization</li> <li>• Initiate phone calls to students to retrieve additional information needed or inform them of information they will need</li> <li>• Scanning, filing, running errands</li> <li>• Assist with Degree Works projects, Ad-Astra projects, Service Learning and Graduation</li> <li>• Be a team player</li> </ul>
Required & Preferred Qualification:	<ul style="list-style-type: none"> <li>• Basic Computer Skills required</li> <li>• Customer Service experience</li> <li>• Attention to detail</li> </ul>
Hiring Process & Procedure	<ol style="list-style-type: none"> <li>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></li> <li>2. <i>Contact the supervisor to let her know you are interested in the position.</i></li> <li>3. <i>Include your contact information and your resume. Career Services can help if you do not have a resume.</i></li> <li>4. <i>The supervisor will contact you to set up an interview if she thinks you are a good candidate for the job.</i></li> <li>5. <i>After all candidates are interviewed the supervisor will let you know whether or not you have been selected for the job.</i></li> <li>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></li> <li>7. <i>Complete the paperwork and return it to Human Resources as soon as possible.</i></li> </ol>

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