

Federal Work-Study Position

To apply:

- Post your resume on College Central at https://www.nwacc.edu/web/lss_fa/work_study_opportunities
- Notify position supervisor of your interest in the position

Department or Agency:	Hispanic Outreach Initiatives and LIFE Program	
Position Location:	Becky Paneitz Student Center	
Campus or City:	Bentonville Campus	
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:	Juanita Franklin	
Supervisor Email:	jfranklin1@nwacc.edu	
Supervisor Phone:	479-619-2204	
Purpose/Role of Position:	Support staff for office of Hispanic Outreach and LIFE Program	
Job Duties:	<p>Assist with LIFE Program as needed; including, but not limited to:</p> <ul style="list-style-type: none"> • LIFE student tracking • Organization of student files • Planning LIFE Program events, setting up and working LIFE Program events • Organization and inventory of program supplies • Contacting LIFE students as needed <p>Assist with Hispanic outreach initiatives as needed; including, but not limited to:</p> <ul style="list-style-type: none"> • Attend community events • Call prospective students • Answer NWACC enrollment questions • Assist with FAFSA applications • Assist with NWACC admission applications • Research scholarship opportunities <p>Other duties as assigned</p>	
Job Qualification:	<p>Strong communication skills. Ability to work accurately with very sensitive and confidential information; ability to exercise flexibility, initiative, good judgment, and discretion; Excellent customer service skills.</p> <p>Spanish/English bilingual preferred. Possibility of working some evenings and weekends. Intermediate Word, Excel, and PowerPoint skills required</p>	

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

*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