

2017-2018 Federal Work-Study Position Announcement

Department &/or Location:	<p style="text-align: center;">International Programs and Study Abroad, Student Center 225</p> <p>Main Campus</p>
Hours per Week:	Up to 19 hours per week
Hourly Rate:	\$9.00 per hour
To Apply phone or email:	<p>Name: Jeremy Youmans Phone: 479-619-2224 Email: jyoumans@nwacc.edu</p>
Job Duties	<ul style="list-style-type: none"> • Filing confidential paperwork • Assist with International student orientation • Compile student application documents and correspond with International Students • Assist with departmental events and functions • Detailed data entry • Assist students by directing them to the appropriate resource • Creating and maintain resource information • General clerical work such as; typing, scheduling, filing, making/answering phone calls, emailing • Working closely with various other NWACC departments • Other duties as assigned
Required & Preferred Qualification:	<ul style="list-style-type: none"> • Strong written and verbal communication, interpersonal, and customer service skills • Ability to work accurately with very sensitive and confidential information • Good organizational, time management, customer service and problem-solving skills and the ability to work to meet deadlines with frequent interruptions • Ability to work well independently as well as part of a team • Ability to exercise flexibility, initiative, good judgement and discretion
Hiring Process and 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/him 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