

# Federal Work-Study Position

To apply:

- Notify position supervisor of your interest in the position

Department or Agency:	Math Department
Position Location:	Becky Paneitz Student Center
Campus or City:	Bentonville Campus
Position Classification:	Clerk
Hours Per Week:	15
Hourly Rate:	\$9.25
Position Begin Date:	01/28/18
Position End Date:	6/29/19
Position Supervisor:	Samuel Fincher
Supervisor Email:	sfincher@nwacc.edu
Supervisor Phone:	479-986-4063
Purpose/Role of Position:	
Job Duties:	<ul style="list-style-type: none"> <li>• Wash and maintain laboratory equipment such as beakers and cutting boards.</li> <li>• Clean white boards &amp; trays, erasers, and calculators in math/physics/engineering classroom areas.</li> <li>• Ensure materials for classrooms are well-stocked (markers, erasers, Expo).</li> <li>• Clean computer screens and keyboards in math/physics/engineering classroom areas.</li> <li>• Maintain classroom calculator sets by replacing batteries and loading programs, as needed.</li> <li>• Occasionally assist with entering data and updating the Math Center logins.</li> <li>• Perform other duties, as needed/assigned.</li> </ul>
Job Qualification:	<ul style="list-style-type: none"> <li>• Ability to use cleaning solutions and materials according to training.</li> <li>• Ability to determine cleaning supply needs.</li> <li>• Basic Computer Skills required</li> <li>• Knowledge of Google Sheets and Microsoft Excel preferred.</li> <li>• Attention to detail a must</li> </ul>

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

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