

2017-2018 Federal Work-Study Position Announcement

Department &/or Location:	Office of Student Success & Tutoring Center
Hours per Week:	Up to 15 hours per week
Hourly Rate:	\$10.00 per hour
To Apply phone or email:	Eric Vest 479-619-4345 evest@nwacc.edu
Job Duties	<ul style="list-style-type: none"> • Customer service is priority. Be available to assist student inquiries via phone, email, and/or in-person. • Provide academic support to NWACC students seeking assistance with math and/or science courses. • Provide tutoring services to students currently enrolled on a walk-in basis and online in a subject area agreed upon by the Director and Tutor. • Facilitate student study group, offer support with additional study skills, and provide guidance locating and promotion of other student support resources on campus. • Verify that each student entering and exiting have appropriately logged into the tutor database. • Participate in staff training program (CRLA Level 1/Basic Tutor Certification). • Follow policy and procedures set by the college and the Tutoring Center. • Attend monthly team meetings. • Other duties as assigned.
Required & Preferred Qualification:	<ul style="list-style-type: none"> • College student who is eligible for the work-study (verified through financial aid) program. Student should have excellent communication and customer service skills. • A grade of "A" or "B" earned in the course to be tutored is required. All applicants should understand that their academic record will be checked to verify this qualification. • Good communication skills and respect for the dignity of others. • Demonstrated formal or informal tutoring experience (preferred). • Proficient on computer skills. Highly functional usage of the Microsoft suite (Word, Excel, PowerPoint, and Access).
Hiring Process & 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 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