

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:	Dean of Students	
Position Location:	Becky Paneitz Student Center	
Campus or City:	Bentonville Campus	
Position Classification:	Clerk	
Hours Per Week:	19	
Hourly Rate:	\$9.00	
Position Begin Date:	07/01/18	
Position End Date:	6/29/19	
Position Supervisor:	Jamie Schraeder	
Supervisor Email:	jschraeder@nwacc.edu	
Supervisor Phone:	479-619-4237	
Purpose/Role of Position:	Dean of Students Office	
Job Duties:	<ul style="list-style-type: none"> • Provides front-desk support to the Counseling Center • Assist with scheduling counseling appointments • Assists with activities & events for Student Life, Counseling & Wellness Center, and Student Conduct • Delivery of Student Services mail • Delivery of documents/materials to and from various departments/divisions • Provides front-desk support to the Student Information Center (as needed) • Assist with NWACC Food Pantry (as needed) • Assist with office supply inventory and organization • Maintain area - assist with keeping areas neat, clean and organized • Other general duties as assigned 	
Job Qualification:	<ul style="list-style-type: none"> • Computer Skills required • Customer Service Experience • Discretion/Confidentiality is a Must • Attention to Detail • Good time management and problem-solving skills • Ability to work independently as well as part of a team • Ability to exercise flexibility, initiative, good judgment 	

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