

## 2017-2018 Federal Work-Study Position Announcement

Department &/or Location:	Transfer & Transition Services Becky Paneitz Student Center, Student Success Center Main Campus
Hours per Week:	10 - 15 hours per week
Hourly Rate:	\$9.00 per hour
To Apply phone or email:	Ashley Byrd 479-619-4336 <a href="mailto:abyrd2@nwacc.edu">abyrd2@nwacc.edu</a>
Job Duties	<ul style="list-style-type: none"> <li>• Provide general information regarding existing services in the Student Success Center</li> <li>• Verify requirements on academic course checklists used by advisors</li> <li>• Gather and maintain transfer information utilized by students and advisors</li> <li>• Conduct phone campaigns to increase participation at events</li> <li>• Entering data for student transfer intentions</li> <li>• Answer phones</li> <li>• General receptionist duties</li> </ul>
Required & Preferred Qualification:	<ul style="list-style-type: none"> <li>• Basic Computer Skills required; Microsoft Office Suite</li> <li>• Customer Service experience helpful</li> <li>• Attention to detail a must</li> </ul>
Hiring Process & Procedure	<ol style="list-style-type: none"> <li>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></li> <li>2. <i>Contact the supervisor to let her know you are interested in the position.</i></li> <li>3. <i>Include your contact information and your resume. Career Services can help if you do not have a resume.</i></li> <li>4. <i>The supervisor will contact you to set up an interview if she thinks you are a good candidate for the job.</i></li> <li>5. <i>After all interviews have occurred, the supervisor will let you know whether, or not, you will receive a job offer.</i></li> <li>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></li> <li>7. <i>Complete the paperwork and return it to Human Resources as soon as possible.</i></li> </ol>

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