

Federal Work-Study (FWS) Job Description

FWS Eligibility

To be eligible for a Federal Work-Study position, student must:

- Have a current FAFSA and completed financial aid file at NWACC
- Have remaining student aid eligibility
- Maintain satisfactory academic progress towards
- Be enrolled in a current or future term at NWACC

Position Title	Athletic Department Media Manager/Student Assistant	
Purpose/Role of this Position	Assist in day to day operations of Athletic Department	
Department/Agency	Athletics	
• Position Location	NWACC Main Campus Fitness Center	
• Campus or City	Bentonville	
Hours Per Week	Up to 19 hours a week	
Hourly Pay Rate	\$11.25	
Position Dates	Begin: 09/04/2023	End: 05/11/2024
<p><i>Beginning date will be the latter of: the above date or first day of pay period following completion of background check and new-hire processing</i> <i>Ending date will be the earliest of: the above date, the last day of the student's eligibility, or the student's date of resignation/termination</i></p>		
Position Supervisor Name	Brooke Brewer	
• Supervisor Email	B3brewer@nwacc.edu	
• Supervisor Phone	479-619-2207	
Job Duties may include:	<ul style="list-style-type: none"> • Creating content and monitoring athletic social media accounts • Inputting rosters, scores, ranking, schedules, etc. to athletic website • Assistance with athletic events and promotions • Serve as guest greeter in athletic office • Assisting with other athletic department duties as assigned: filing, sorting, organizing, marketing, etc. 	
Job Qualifications	<ul style="list-style-type: none"> • NWACC student with a passion for athletics, marketing, and media • Skilled on Canva or similar graphic creation tool • Ability to run social media accounts such as: Instagram, X (Twitter), TikTok, Reels, etc. • Organized • Kind, outgoing • Self-motivated • Excellent reading and writing skills 	
Evaluation Procedures	FWS Supervisors are encouraged to evaluate new FWS employees after 30 days and at least annually.	

NorthWest Arkansas Community College is an equal opportunity, affirmative action institution. The college welcomes applications without regard to age, race, gender, national origin, disability, religion, marital or parental status (including pregnancy).

