

# Federal Work-Study (FWS) Job Posting

To Apply for This Position - Email your Resume to the Position Supervisor

## 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

<b>Position Title</b>	Clerk	
<b>Purpose/Role of this Position</b>	Front Desk Tours and Administrative Support	
<b>Department/Agency</b>	Workforce Brightwater	
• Position Location	801 SE 8 <sup>th</sup> Street, Bentonville, AR 72712	
• Campus or City	Brightwater	
<b>Hours Per Week</b>	Up to 19	
<b>Hourly Pay Rate</b>	\$11.00	
<b>Position Dates</b>	Begin: July 11, 2022	End: June 23, 2023
<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>		
<b>Position Supervisor Name</b>	Tim Rosse	
• Supervisor Email	Trose3@nwacc.edu	
• Supervisor Phone	479-631-8612	
<b>Job Duties</b>	<p>Assist front desk in welcoming individuals and groups to Brightwater.</p> <ul style="list-style-type: none"> <li>- Answer phone calls and fill out event support request forms.</li> <li>- General filing and electronic folder organization.</li> <li>- Assist front desk in conducting tours of the facilities with local schools, vendors, businesses, prospective students, and individuals.</li> <li>- Maintain front area appearance.</li> <li>- Other administrative duties as assigned.</li> <li>- Work schedule is extremely flexible.</li> </ul>	
<b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>- Strong written and verbal communication, interpersonal, and customer service skills.</li> <li>- Familiar with Microsoft Software and Microsoft Outlook Calendar.</li> <li>- Ability to lead a tour of the facility, public speaking, and providing details of Brightwater's unique role in the community</li> </ul>	
<b>Evaluation Procedures</b>	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).