

# Federal Work-Study Position

To apply:

- Post your resume on College Central at [https://www.nwacc.edu/web/lss\\_fa/work\\_study\\_opportunities](https://www.nwacc.edu/web/lss_fa/work_study_opportunities)
- Notify position supervisor of your interest in the position

Department or Agency:	Career Services
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:	07/02/18
Position End Date:	6/29/19
Position Supervisor:	Erin Hollingsworth
Supervisor Email:	ehollingsworth@nwacc.edu
Supervisor Phone:	479-986-4028
Purpose/Role of Position:	<b>Career Services Work Study</b>
Job Duties:	<p>This position will assist the Associate Director of Career Services and serve as the front-line representative for the Career Services Center. Duties include, but are not limited to:</p> <p>Provide general information regarding the Career Services Center. Schedule appointments related to career counseling, resume reviews, mock interviews, and etc. for Associate Director of Career Services and possible graduate interns.</p> <p>Handle and manage incoming telephone calls and walkin/ appointments; check voicemail messages and return telephone calls.</p> <p>Data entry and maintain electronic spreadsheets. Create event flyers/job postings and maintain posting updates for job bulletin boards. Update social media pages.</p> <p>Assist with Career Services related events.</p> <p>Perform general receptionist duties and other duties as assigned.</p>
Job Qualification:	<p>Required qualifications:            Student should have excellent communication and customer services skills. Must be dependable and adaptable to possible constant changes, ability to follow instructions, and work independently. It is very important to have flexibility as assistance with events is required and weekly schedule may vary.</p> <p>Preferred qualifications:            Knowledgeable with using various office equipment and computer programs such as Microsoft Suite. Have experience with social media: Facebook and LinkedIn.</p>

**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