

# Federal Work-Study Position

To apply:

- Send your resume to position supervisor. See contact information below.

Department or Agency:	Career Pathways
Position Location:	Burns Hall, Room 1218
Campus or City:	Bentonville Campus
Position Classification:	Clerk
Hours Per Week:	15-19
Hourly Rate:	\$9.25
Position Begin Date:	03/25/19
Position End Date:	6/29/19
Position Supervisor:	Christie Brinsfield
Supervisor Email:	cbrinsfield@nwacc.edu
Supervisor Phone:	479-986-4085
Purpose/Role of Position:	Workstudy: to assist staff/students in the Career Pathways Program
Job Duties:	<ul style="list-style-type: none"> <li>• File student forms and documentation</li> <li>• Greet students from front desk reception area and answer main phone line</li> <li>• Assist with distribution of textbooks, gas cards and other supplies</li> <li>• Organize student supply stock room</li> <li>• Other special projects</li> </ul>
Job Qualification:	<ul style="list-style-type: none"> <li>• Customer Service experience helpful</li> <li>• Good organizational skills and attention to detail</li> <li>• Trustworthy and friendly</li> <li>• Basic computer skills a plus</li> </ul>

Evaluation Procedures:

*FWS Supervisors are encouraged to evaluate new FWS employees after 30 days and at least annually.*

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