

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	Work-Study for Communication & Arts Division	
Purpose/Role of this Position	To help administrative assistants maintain supplies in the faculty workrooms and to better organize the workroom. Also, to assist C&A faculty with projects as needed	
Department/Agency		
• Position Location	BH1117	
• Campus or City	Bentonville	
Hours Per Week	Up to 19 hours	
Hourly Pay Rate	\$11.25	
Position Dates	Begin: 08/29/22	End: June 24, 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>		
Position Supervisor Name	Patricia Rodgers	
• Supervisor Email	Prodgers1@nwacc.edu	
• Supervisor Phone	479-619-4156	
Job Duties may include:	<ul style="list-style-type: none"> • Pick up mail and deliver same • Add instructors' name to mail slots • Keep copiers filled with copy paper • Assist faculty as requested • Take inventory of supplies • Help administrative assistance organize and clean faculty workroom • Cover for administrative as needed • Other duties as assigned 	
Job Qualifications	<ul style="list-style-type: none"> • Ability to be proactive as to what needs to be done • Willingness to show up on time and be engaged when working • Ability and willingness to follow instructions • Ability to do physical work 	
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).