

# 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

<b>Position Title</b>	Work-Study for Communication & Arts Division	
<b>Purpose/Role of this Position</b>	To help administrative assistant maintain supplies in the faculty workrooms and to better organize the workroom. Also to assist C&A faculty with projects as needed	
<b>Department/Agency</b>		
• Position Location	BH1117	
• Campus or City	Bentonville	
<b>Hours Per Week</b>	Up to 19 hours	
<b>Hourly Pay Rate</b>	\$11	
<b>Position Dates</b>	Begin: October 4, 2021	End: June 24, 2022
<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>	Jean Anderson	
• Supervisor Email	janderson@nwacc.edu	
• Supervisor Phone	479-619-4156	
<b>Job Duties may include:</b>	<ul style="list-style-type: none"> <li>• Pick up mail and deliver same</li> <li>• Add instructors' name to mail slots</li> <li>• Keep copiers filled with copy paper</li> <li>• Assist faculty as requested</li> <li>• Take inventory of supplies</li> <li>• Help administrative assistance organize and clean faculty workroom</li> <li>• Cover for administrative as needed</li> <li>• Other duties as assigned</li> </ul>	
<b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>• Ability to be proactive as to what needs to be done</li> <li>• Willingness to show up on time and be engaged when working</li> <li>• Ability and willingness to follow instructions</li> <li>• Ability to do physical work</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).