

# Federal Work-Study Position

To apply:

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

Department or Agency:	Communication and Arts
Position Location:	Burns Hall 1117
Campus or City:	Bentonville Campus
Position Classification:	Clerk
Hours Per Week:	19
Hourly Rate:	\$9.00
Position Begin Date:	08/13/18
Position End Date:	5/17/19
Position Supervisor:	Juanita Ferguson
Supervisor Email:	jferguson8@nwacc.edu
Supervisor Phone:	479-619-4157
Purpose/Role of Position:	<b>Communication and Arts Work Study</b>
Job Duties:	<p>* Interpersonal Communication Skills: Problem-Solve and provide assistance to program directors/faculty on tasks as needed.</p> <p>* Professionalism: Provide assistance to Divisional Administrative Assistant and Advisor as needed.</p> <p>* Technical Experience: Assist faculty with document design, printing, and printing issues.</p> <p>* Customer Service: Perform general receptionist duties and other duties as assigned. Assist with tours of Burns Hall</p> <p>* Organizational Management: Keep copy rooms neat, clean, and organized. Assist with office supplies inventory and organization. Deliver the mail to faculty. Clean classroom white boards, and desks. Scanning, filing, running errands.</p>
Job Qualification:	<p>* Great customer-service and communication skills</p> <p>* Ability to work accurately with confidential information</p> <p>* Good time management and problem-solving skills</p> <p>* Ability to work independently as well as part of a team</p> <p>* Ability to exercise flexibility, initiative, good judgment and discretion</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