

Federal Work-Study (FWS) Job Posting

To Apply for This Position - Email your Resume to the Position Supervisor

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	Counseling and Wellness Center Work Study Assistant	
Purpose/Role of this Position	Dean of Students' Office	
Department/Agency	Dean of Students	
• Position Location	Becky Paneitz Student Center	
• Campus or City	Bentonville	
Hours Per Week	19	
Hourly Pay Rate	\$11.00	
Position Dates	Begin: 11/01/21	End: 06/24/22
<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	Demi Spencer	
• Supervisor Email	Dspencer4@nwacc.edu	
• Supervisor Phone	479-619-4237	
Job Duties may include:	<ul style="list-style-type: none"> • Provide front-desk support to the Counseling and Wellness Center • Assist with scheduling counseling appointments • Assist with activities & events for Student Life, Counseling & Wellness Center, and Student Conduct • Deliver documents/materials to and from various departments/divisions • Provide front-desk support to the Student Information Center (as needed) • Assist with NWACC Food Pantry (as needed) • Assist with office supply inventory and organization • Maintain area - assist with keeping areas neat, clean, and organized • Other general duties as assigned 	
Job Qualifications	<ul style="list-style-type: none"> • Discretion/Confidentiality is a Must • Computer Skills required • Customer Service Experience • Attention to Detail • Good time management and problem-solving skills • Ability to work independently as well as part of a team • Ability to exercise flexibility, initiative, good judgment 	
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).