

Federal Work-Study Position

To apply:

- Post your resume on College Central at https://www.nwacc.edu/web/lss_fa/work_study_opportunities
- Notify position supervisor of your interest in the position

Department or Agency:	Counseling and Wellness Center
Position Location:	Front Desk- Counseling and Wellness Center 230 B/C Student Cen
Campus or City:	Main Campus
Position Classification:	Clerk
Hours Per Week:	19
Hourly Rate:	\$9.25
Position Begin Date:	01/14/19
Position End Date:	6/29/19
Position Supervisor:	Stephanie Curtis-Henson
Supervisor Email:	scurtis8@nwacc.edu
Supervisor Phone:	479-986-4064
Purpose/Role of Position:	Front Desk Support for Counseling and Wellness Center
Job Duties:	<ul style="list-style-type: none"> • Provides front-desk support to the Counseling Center • Assist with scheduling counseling appointments • Assist with Counseling & Wellness Center Activities & Events • Delivery of Student Services mail • Delivery of documents/materials to and from various departments/divisions • Other general duties as assigned
Job Qualification:	<ul style="list-style-type: none"> • Computer Skills Required • Customer Service Experience • Discretion a Must • Attention to Detail

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