

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	Clerk	
Purpose/Role of this Position	Help with the NWACC Eagle View student newspaper	
Department/Agency	Journalism	
• Position Location	Burns' Hall #1459	
• Campus or City	Bentonville	
Hours Per Week	19 hpw; somewhat flexible within each week	
Hourly Pay Rate	\$9.25 in 2019 - \$10 in 2020	
Position Dates	Begin: 7/1/2019	End: 06/30/2020
<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	Denise Nemece and Mattie Watson Bailey	
• Supervisor Email	dnemece@nwacc.edu and mwatsonbailey@nwacc.edu	
• Supervisor Phone	479-619-4301 and 479-619-2212 / 479-531-5340 cell	
Job Duties may include:	<ul style="list-style-type: none"> • Check emails and phone messages • Work with EV staff & editors on issues of the paper • File documents • Make Copies • Create Graphics • Make phone calls • Sell advertising • Help distribute the newspaper <p>Plus any other work that suits the person & helps the Eagle View</p>	
Job Qualifications	<ul style="list-style-type: none"> • Passed Composition I with a B or better • Proficient at typing • Familiar with Microsoft Office • Those majoring in journalism, communication, public relations, marketing, business or English will be given first consideration. • Willingness to take journalism classes is a plus. <p><i>This job will give a student a look at how a newsroom works and is ideal for anyone interested or majoring in journalism, photography, layout and design, graphic design, communication, marketing and public relations, advertising, or English. However, a student in any major will learn a lot and have fun, too. The newsroom has Mac computers, a color printer, a fridge, and a microwave.</i></p>	
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).