

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 their NWACC degree
- Be enrolled in a current or future term at NWACC

Position Title	Clerk	
Purpose/Role of this Position	Support Secondary Career Center Office	
Department/Agency	Early College Experience – Secondary Career Center	
• Position Location	Center for Health Professions Office 3002 or 3012	
• Campus or City	Bentonville Campus	
Hours Per Week	15	
Hourly Pay Rate	\$10.00	
Position Dates	Begin: 7/1/2019	End: 06/30/2020
<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 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>		
Position Supervisor Name	Lynette Bennett, Health Professions Faculty	
• Supervisor Email	lbennett7@nwacc.edu	
• Supervisor Phone	479-986-6749 or 479-790-2456	
Job Duties may include:	<ul style="list-style-type: none"> • General office duties including copying, data entry, filing • Documenting and shredding old files/papers • Assisting with required paperwork for clinical rotations • Skills lab: inventory supplies, laundry, organizing • Help with special events, as requested (i.e., Regional Test Site for State CNA testing) 	
Job Qualifications	<ul style="list-style-type: none"> • Attention to detail a must • Basic computer skills required • Customer service experience helpful • CNA/PCA/Nursing student preferred 	
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).