

# Federal Work-Study (FWS) Job Description

## Job Duties while working remotely under National Emergency Proclamation 9994

<b>Position</b>	ENGCC Work-Study	
<b>Student Name/ID</b>		
<b>Department/Agency</b>	ENGCC: English for College and Career	
<ul style="list-style-type: none"> <li>• Position Location</li> </ul>	remote	
<ul style="list-style-type: none"> <li>• Campus or City</li> </ul>		
<b>Hours Per Week</b>	10	
<b>Hourly Pay Rate</b>	\$10.00	
<b>Position Dates</b>	Begin: October 2020	End:
<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>		
<b>Position Supervisor Name</b>	Gloria Mallow	
<ul style="list-style-type: none"> <li>• Supervisor Email</li> </ul>	gmallow@nwacc.edu	
<ul style="list-style-type: none"> <li>• Supervisor Phone</li> </ul>	(479) 936-5163	
<b>Job Duties may include:</b>	<ul style="list-style-type: none"> <li>• Conduct research needed for program and curriculum</li> <li>• Communicate with students who have general questions about college</li> <li>• Help with outreach to LCD students</li> <li>• Monitor ENGCC email account</li> <li>• Assist with promotional materials and activities</li> <li>• Assist ENGCC Coordinator as needed with any other assigned tasks</li> </ul>	
<b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>• experience doing research online</li> <li>• WORD proficiency</li> <li>• self-disciplined to meet deadlines for projects</li> </ul>	
<b>Evaluation Procedures</b>	<i>FWS Supervisors are encouraged to evaluate new FWS employees after 30 days and at least annually.</i>	

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).