

# 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

<b>Position Title</b>	Clerk	
<b>Purpose/Role of this Position</b>	Assist and guide students through the student Enrollment process.	
<b>Department/Agency</b>	Enrollment Support	
• Position Location	Student Center	
• Campus or City	Bentonville	
<b>Hours Per Week</b>	19	
<b>Hourly Pay Rate</b>	\$10.00	
<b>Position Dates</b>	Begin: 7/1/2019	End: 6/30/2020
<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>		
<b>Position Supervisor Name</b>	Rachel Pilgrim or Erika Franco-Garcia	
• Supervisor Email	<a href="mailto:rpilgrim@nwacc.edu">rpilgrim@nwacc.edu</a> or <a href="mailto:egarcia13@nwacc.edu">egarcia13@nwacc.edu</a>	
• Supervisor Phone	479-986-4050	
<b>Job Duties</b>	<ul style="list-style-type: none"> <li>* Guide students through the next steps for enrollment</li> <li>* Make appropriate referrals to other departments</li> <li>* Answer phones for Enrollment Support Center</li> <li>* Perform general receptionis duties including greeting and direct students</li> <li>* Assist with Orientation</li> <li>* Open and distribute mail</li> <li>* Sort, file, scan and index documents</li> <li>* Help with various projects</li> <li>* Assist with events on campus, tours, and other recruiting duties</li> <li>* Data entry</li> </ul>	
<b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>* Good customer-service and communication skills</li> <li>* Ability to work accurately with confidential information</li> <li>* Good time management and problem-solving skills</li> <li>* Ability to work independently as well as part of a team</li> </ul>	
<b>Evaluation Procedures</b>	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).