

2017-2018 Federal Work-Study Position Announcement

Department &/or Location:	Global Technology Center
Hours per Week:	Up to 19 hours per week
Hourly Rate:	\$9.00 per hour
To Apply phone or email:	Erin Lukens 479-619-4350 elukens@nwacc.edu
Job Duties	<ul style="list-style-type: none"> • Assist students in accessing computers and programs • Keep lab area organized and clean • Assist Lab Supervisor and Administrator in maintaining labs • Assist Instructors when needed • Close lab at night • Open and close lab on weekends
Required & Preferred Qualification:	<ul style="list-style-type: none"> • Must have basic computer skills • Must be willing to help students.
Hiring Process & Procedure	<ol style="list-style-type: none"> 1. <i>You must have a current FAFSA on file; your financial aid file must be complete, you must have remaining eligibility for federal student aid and you must be enrolled in classes</i> 2. <i>Contact the supervisor to let her know you are interested in the position.</i> 3. <i>Include your contact information and your resume. Career Services can help if you do not have a resume.</i> 4. <i>The supervisor will contact you to set up an interview if she thinks you are a good candidate for the job.</i> 5. <i>After all candidates are interviewed the supervisor will let you know whether or not you have been selected for the job.</i> 6. <i>If you are selected to be hired, you will receive an e-mail in My NWACC Connection with new hire paperwork to complete.</i> 7. <i>Complete the paperwork and return it to Human Resources as soon as possible.</i>

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