

# Federal Work-Study (FWS) Job Description

## 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>	Health Professions Work Study	
<b>Purpose/Role of this Position</b>	Administrative Assistant	
<b>Department/Agency</b>		
• Position Location	Center for Health Professions	
• Campus or City	Bentonville, AR	
<b>Hours Per Week</b>	Up to 19	
<b>Hourly Pay Rate</b>	\$11	
<b>Position Dates</b>	Begin: January 3, 2022	End: June 24, 2022
<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>	Mark Wallenmeyer, Dean of Health Professions	
• Supervisor Email	mwallenmeyer@nwacc.edu	
• Supervisor Phone	479-619-4310	
<b>Job Duties may include:</b>	<ul style="list-style-type: none"> <li>• coordinate, organize and maintain divisional administrative duties for the Dean of Health Professions.</li> </ul>	
<b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>• Exhibit excellent digital and interpersonal skills, software skills, regular and reliable attendance is required.</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).