

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

Position Title	Clerk	
Purpose/Role of this Position	Assist with high school relations	
Department/Agency	High School Relations	
• Position Location	WCC 102	
• Campus or City	Washington County Campus, Springdale	
Hours Per Week	19	
Hourly Pay Rate	\$11.00	
Position Dates	Begin: 9/6/2021	End: 6/26/2022
<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>		
Position Supervisor Name	Cathy McCall	
• Supervisor Email	Cmccall1@nwacc.edu	
• Supervisor Phone	479-725-4678	
Job Duties	<ul style="list-style-type: none"> • General Office Duties-filing, data entry, copying • Help with special events • Documenting and shredding old files • Helping with bulk mailings 	
Job Qualifications	<ul style="list-style-type: none"> • Basic Computer Skills required • Customer Service experience helpful • Attention to detail a must 	
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).