

# 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>	LIFE Program and Hispanic/Latino Outreach Office Assistant	
<b>Purpose/Role of this Position</b>	Student and office support	
<b>Department/Agency</b>	LIFE and Office of Hispanic and Latino Outreach	
• Position Location	Becky Paneitz Student Center SC 223	
• Campus or City	Bentonville	
<b>Hours Per Week</b>	Up to 19	
<b>Hourly Pay Rate</b>	\$11	
<b>Position Dates</b>	Begin: July 11, 2022	End: June 23, 2023
<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>	Juanita Franklin	
• Supervisor Email	<a href="mailto:jfranklin1@nwacc.edu">jfranklin1@nwacc.edu</a>	
• Supervisor Phone	479-619-2204	
<b>Job Duties may include:</b>	<p>Assist with LIFE Program as needed; including, but not limited to:</p> <ul style="list-style-type: none"> <li>• LIFE student and data tracking</li> <li>• Creating content for program social media pages using Canvas</li> <li>• Monitoring and updating program social media pages, including posting information about upcoming events, responding to direct messages from students, interacting with students and supporters, etc.</li> <li>• Planning, setting up, and working LIFE Program events</li> <li>• Organization and inventory of program supplies</li> </ul> <p>Assist with Hispanic outreach initiatives as needed; including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Work program table/booth at campus and local community events</li> <li>• Contact prospective students</li> <li>• Answer NWACC enrollment questions</li> <li>• Assist with FAFSA applications</li> <li>• Assist with NWACC admission applications</li> <li>• Connect first-generation students to resources</li> </ul>	
<b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>• Spanish/English bilingual (reading/writing), as well as aware of Latinx/Hispanic culture</li> <li>• Experienced and proficient in relevant social channels, including Instagram, Facebook and other emerging channels</li> <li>• Experience with Canva or other graphic design tool</li> <li>• Customer Service Experience/ Strong communication skills</li> <li>• Ability to work accurately with sensitive and confidential information</li> <li>• Able to work a flexible schedule including some occasional evenings and weekends</li> <li>• Intermediate Word, Excel and Power Point required</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).