

Federal Work-Study (FWS) Job Description

Job Duties while working remotely under National Emergency Proclamation 9994

Position	Honors Program Work Study	
Student Name/ID		
Department/Agency	Honors Program	
• Position Location	remote	
• Campus or City		
Hours Per Week	10	
Hourly Pay Rate	\$10.00	
Position Dates	Begin: 9/20/2020	End: 6/26/2021
<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>		
Position Supervisor Name	Sabrina Chesne	
• Supervisor Email	schesne@nwacc.edu	
• Supervisor Phone	479.619.4207	
Job Duties may include:	<ul style="list-style-type: none"> • Working with advising, virtually meeting potential students • Managing honors calendars and modules in Canvas; managing spreadsheets, reading and creating data • Supporting honor students/program, being available, introducing honor students to each other, promoting community support through virtual activities, such as Zoom meets. • Creating flyers and posters, helping with marketing. 	
Job Qualifications	<ul style="list-style-type: none"> • Able to organize • Comfortable with Microsoft Office 365, esp. Excel. • Can work independently • Thinks outside the box 	
Evaluation Procedures	<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).