

Federal Work-Study Position

To apply:

- Post your resume on College Central at https://www.nwacc.edu/web/lss_fa/work_study_opportunities
- Notify position supervisor of your interest in the position

Department or Agency:	Honors Program
Position Location:	Burns' Hall
Campus or City:	Bentonville Campus
Position Classification:	Clerk
Hours Per Week:	10 Sumr; 19 Fall/Spg
Hourly Rate:	\$9.25
Position Begin Date:	05/20/19; 08/12/2019
Position End Date:	08/11/19; 05/16/2020
Position Supervisor:	Sabrina Chesne
Supervisor Email:	schesne@nwacc.edu
Supervisor Phone:	479-619-4207
Purpose/Role of Position:	Support the Honors Program and Director
Job Duties:	<ul style="list-style-type: none"> • Work with advising, meeting potential students • Update honors lounge student calendar. • Check on lounge for supplies (paper, printer ink cartridge) keeping it and the honors classroom tidy. • Support honor students/program, being available, introducing honor students to each other, promoting community support. • Create purchase orders (ordering, shopping) and keep track of beverage supply for the refrigerator (keep the fridge stocked) and Keurig. • Create flyers and posters. • Assist with organizing the annual Academic Award Ceremony (includes ordering for catering, purchase orders, decorating, serving, clean up for the ceremony). • Assist Sabrina with any errands or task that is needed for the honors program
Job Qualification:	<ul style="list-style-type: none"> • Able to organize, to use Microsoft Office Suite, to work independently, to think outside the box, to be on campus at least two days per week.

Evaluation Procedures: *FWS Supervisors are encouraged to evaluate new FWS employees after 30 days and at least annually.*

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