

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	Human Resources Clerk	
Department/Agency	Human Resources	
• Position Location	Burns' Hall	
• Campus or City	Bentonville	
Hours Per Week	Up to 19	
Hourly Pay Rate	\$11.00	
Position Dates	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>		
Position Supervisor Name	Jen Gilbert	
• Supervisor Email	Jgilbert2@nwacc.edu	
• Supervisor Phone	479-619-3153	
Job Duties may include:	<ul style="list-style-type: none"> • Provide authorized information from the employee's personnel records when requested by credit bureaus and finance companies. • Maintain employee personnel files. Scan and index documents into the HRIS system and electronically file documents in the employee's personnel record. • Maintain HRHelp email by answering questions or forwarding to appropriate personnel. • Provide verbal and written employment verifications. • Review and posts employee tuition waivers. • Maintain and inventories the office supplies. • Create purchase requisitions for travel, office supplies, memberships etc. • Create and submit travel reimbursements for the department personnel. • Assist with answering department phone. • Archive personnel and employment records. 	
Job Qualifications	<ul style="list-style-type: none"> • Organized self starter/manager • Ability to work independently • Knowledge of work-related subject area • Ability to operate standard office equipment • Knowledge of computers and software applications • Ability to establish and maintain filing systems. 	
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).