

# 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>	Clerk	
<b>Purpose/Role of this Position</b>	Human Resources Clerk	
<b>Department/Agency</b>	Human Resources	
• Position Location	Burns' Hall	
• Campus or City	Bentonville	
<b>Hours Per Week</b>	15 hpw	
<b>Hourly Pay Rate</b>	\$10.00	
<b>Position Dates</b>	Begin: 7/1/2019	End: 06/30/2020
<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>	Jen Gilbert	
• Supervisor Email	jgilbert2@nwacc.edu	
• Supervisor Phone	479-619-3153	
<b>Job Duties may include:</b>	<ul style="list-style-type: none"> <li>• Assist with updating HR job description database (PeopleAdmin)</li> <li>• Provide authorized information from the employee's personnel records when requested by credit bureaus and finance companies</li> <li>• Maintain employee personnel files. Scan and index documents into the HRIS system and electronically file documents in the employee's personnel record</li> <li>• Provide verbal and written employment verifications</li> <li>• Review and posts employee tuition waivers</li> <li>• Scan and Index new hire paperwork to create personnel files</li> <li>• Maintain and inventories the office supplies.</li> <li>• Create purchase requisitions for travel, office supplies, memberships etc.</li> <li>• Create and submit travel reimbursements for the department personnel</li> <li>• Assist with answering department phone.</li> <li>• Archive personnel and employment records</li> </ul>	
<b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>• Organized self starter/manager</li> <li>• Ability to work independently</li> <li>• Knowledge of work-related subject area</li> <li>• Ability to operate standard office equipment</li> <li>• Knowledge of computers and software applications</li> <li>• Ability to establish and maintain filing systems.</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).