

# 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>	Assist in International Programs & Study Abroad	
<b>Department/Agency</b>	International Programs and Study Abroad	
• <b>Position Location</b>	Becky Paneitz Student Center	
• <b>Campus or City</b>	Bentonville	
<b>Hours Per Week</b>	19	
<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>	Jeremy Youmans; Lou Lo	
• <b>Supervisor Email</b>	<a href="mailto:jyoumans@nwacc.edu">jyoumans@nwacc.edu</a> ; <a href="mailto:llo@nwacc.edu">llo@nwacc.edu</a>	
• <b>Supervisor Phone</b>	479-619-2224; 479-986-4069	
<b>Job Duties may include:</b>	<ul style="list-style-type: none"> <li>• Filing confidential paperwork</li> <li>• Assist with International student orientation</li> <li>• Compile student application documents and correspond with International Students</li> <li>• Assist with departmental events and functions</li> <li>• Detailed data entry</li> <li>• Assist students by directing them to the appropriate resource</li> <li>• Creating and maintain resource information</li> <li>• General clerical work such as; typing, scheduling, filing, making/answering phone calls, emailing</li> <li>• Working closely with various other NWACC departments</li> <li>• Other duties as assigned</li> </ul>	
<b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>• Strong written and verbal communication, interpersonal, and customer service skills</li> <li>• Ability to work accurately with very sensitive and confidential information</li> <li>• Good organizational, time management, customer service and problem-solving skills and the ability to work to meet deadlines with frequent interruptions</li> <li>• Ability to work well independently as well as part of a team</li> <li>• Ability to exercise flexibility, initiative, good judgement and discretion</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).