

# 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>	Work with the NWACC Marketing & Public Relations Team to produce materials that support the marketing goals of the college and its academic and administrative departments.	
<b>Department/Agency</b>	Marketing - NWACC Marketing & Public Relations is responsible for marketing, branding, and communication for all of NWACC.	
• Position Location	Burns' Hall	
• Campus or City	Bentonville	
<b>Hours Per Week</b>	19	
<b>Hourly Pay Rate</b>	\$11.00	
<b>Position Dates</b>	Begin: 9/6/21	End: 06/24/2022
<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>	Amy Rodriguez	
• Supervisor Email	<a href="mailto:arodriguez40@nwacc.edu">arodriguez40@nwacc.edu</a>	
• Supervisor Phone	479-936-5116	
<b>Job Duties may include:</b>	<ul style="list-style-type: none"> <li>• Create digital TV slides, social media graphics, flyers, posters, and other printed materials as needed</li> <li>• Update and print college signage and other existing materials (posters, flyers, brochures, etc.)</li> <li>• Use a commercial cutter to cut projects as needed</li> <li>• Other various duties as assigned</li> <li>• Archive creative assets and help organize them using meta tagging</li> </ul>	
<b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>• Great customer-service and communication skills</li> <li>• Computer Skills required (preferably Mac)</li> <li>• Experience with Adobe Creative Suite required (InDesign, Illustrator, Photoshop)</li> <li>• Organized and attentive to detail</li> <li>• Good time management and problem-solving skills</li> <li>• Ability to work independently as well as part of a team</li> <li>• Ability to exercise flexibility, initiative, good judgment, 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).