

Federal Work-Study (FWS) Job Description

Position Title	Recruitment and Scholarship Office Work-Study	
Purpose/Role of this Position	Assist the Recruitment and Scholarship Office	
Department/Agency	Enrollment Services – Office of New Student Relations	
<ul style="list-style-type: none"> • Position Location 	Office of New Student Relations – Student Center - 235	
<ul style="list-style-type: none"> • Campus or City 	Bentonville, AR	
Hours Per Week	Up to 19	
Hourly Pay Rate	\$11	
Position Dates	Begin: July 11, 2022	End: June 23, 2023
<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 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>		
Position Supervisor Name	Clay Wyllia	
<ul style="list-style-type: none"> • Supervisor Email 	cwyllia@nwacc.edu	
<ul style="list-style-type: none"> • Supervisor Phone 	479-986-4028	
Job Duties may include:	<ul style="list-style-type: none"> • Assist with front-line service at the Enrollment Support Center front desk as needed • Respond to text message inquiries from prospective NWACC students • Greet tour guests when they arrive for scheduled campus tours • Giving/assisting with campus tours if Ambassadors are not present • Assist students in completing the admissions application and scholarship application • Cleaning & organizing the recruiting/marketing supply closet • Compiling informational material requested by prospective students • Running errands for the office • Assisting in set-up/take-down for events 	
Job Qualifications	<ul style="list-style-type: none"> • Good customer service skills • Ability to understand and interact with future and current students via email, text, and phone • Comfortable speaking to multiple people at once, including students and parents • Ability to work with different types of students and their families • Good time management and problem-solving skills 	
Evaluation Procedures	<i>FWS Supervisors are encouraged to evaluate new FWS employees after 30 days and at least annually.</i>	

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).