

# 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>	Program Support Assistant	
<b>Department/Agency</b>	Single Parent Scholarship Fund of Benton County	
• Position Location	2601 SW D Street	
• Campus or City	Bentonville, AR 72712	
<b>Hours Per Week</b>	Up to 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>	Jack Eaton	
• Supervisor Email	<a href="mailto:jack@spsfbc.org">jack@spsfbc.org</a>	
• Supervisor Phone	479.238.3260	
<b>Job Duties may include:</b>	<ul style="list-style-type: none"> <li>• Assist with answering of telephones and greeting of guests at front door</li> <li>• Provide computer and data entry using Microsoft Office programs</li> <li>• Data import and entry into confidential donor database</li> <li>• Cataloging photos into computer files</li> <li>• Scanning and shredding documents</li> <li>• Assist with coordination of all event preparation</li> <li>• Assist with design, writing and printing of publications and mailings</li> <li>• Create constant contact email blasts for volunteers and donors</li> <li>• Research foundations and prospective donors</li> <li>• Take minutes/notes during various meetings</li> <li>• Write student stories</li> <li>• Assist with office supply inventory and organization</li> <li>• Assist with food prep and cleanup for meetings</li> <li>• Other general duties as assigned</li> </ul>	
<b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>• Computer skills required, Microsoft Office Suite experience a plus</li> <li>• Quality Customer Service a must</li> <li>• Confidentiality a must</li> <li>• Attention 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 and good judgement</li> <li>• Excellent written and verbal communication skills</li> <li>• Must be able to read, write and speak English although bilingual a plus</li> <li>• Comfort with fast-paced environment</li> <li>• Preference given to non-recipients of SPSBC scholarship</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).