

Federal Work-Study (FWS) Job Description

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

Position Title	Social & Behavioral Sciences Clerk	
Purpose/Role of this Position	To help division faculty and staff with different projects as needed	
Department/Agency	Social & Behavioral Sciences	
• Position Location	BH 1418	
• Campus or City	Main Campus, Bentonville	
Hours Per Week	Up to 19	
Hourly Pay Rate	\$11	
Position Dates	Begin: November 1, 2021	End: June 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>		
Position Supervisor Name	Ashley May	
• Supervisor Email	Amay2@nwacc.edu	
• Supervisor Phone	479-619-4149	
Job Duties may include:	<ul style="list-style-type: none"> • General office duties including copying, data entry, filing. • Documenting and shredding old files • Help organize and file different office spaces within the division. • Pick up mail and deliver same. • Assist faculty as needed. • Anything else as assigned. 	
Job Qualifications	<ul style="list-style-type: none"> • Great Customer-service and communication skills • Ability to be proactive as to what is needed to be done. • Willingness to show up on time and be engaged when working. • Ability to do physical work. 	
Evaluation Procedures	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).