

Federal Work-Study Position

To apply:

- Post your resume on College Central at https://www.nwacc.edu/web/lss_fa/work_study_opportunities
- Notify position supervisor of your interest in the position

Department or Agency:	Social & Behavioral Sciences Division
Position Location:	Burns Hall 1419
Campus or City:	Main campus, Bentonville
Position Classification:	Clerk
Hours Per Week:	19
Hourly Rate:	\$9.00
Position Begin Date:	07/02/18
Position End Date:	6/29/19
Position Supervisor:	Ashley May
Supervisor Email:	amay2@nwacc.edu
Supervisor Phone:	479-619-4149
Purpose/Role of Position:	Provide general information to students/faculty at front desk.
Job Duties:	<ul style="list-style-type: none"> * Assist faculty with printing and printing issues. * Clean classroom white boards, and desks. * Help keep copy rooms neat, clean, and organized. * Deliver the mail to faculty. * Scanning, filing, running errands. * Perform general receptionist duties and other duties as assigned
Job Qualification:	<ul style="list-style-type: none"> * Regular attendance a must * Good customer-service and communication skills * Ability to work accurately with confidential information * Good time management and problem-solving skills * Ability to work independently as well as part of a team * Ability to exercise flexibility, initiative, good judgment and discretion

Evaluation Procedures:

FWS Supervisors are encouraged to evaluate new FWS employees after 30 days and at least annually.

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