

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:	Student Life	
Position Location:	Student Information Center, Becky Paneitz Student Center	
Campus or City:	Bentonville	
Position Classification:	Clerk	
Hours Per Week:	19	
Hourly Rate:	\$9.00	
Position Begin Date:	05/21/18	
Position End Date:	6/29/19	
Position Supervisor:	Rebecca Hudson	
Supervisor Email:	rhudson1@nwacc.edu	
Supervisor Phone:	479-986-6682	
Purpose/Role of Position:	Student Information Center Attendant	
Job Duties:	<ul style="list-style-type: none"> • Provide coverage at Student Information Center • Welcome and direct students and guests • Create student ID's • Create student parking passes • Check out and return game room, recreation, and hammock equipment • Approve and post flyers • Other duties assigned 	
Job Qualification:	<ul style="list-style-type: none"> • Good customer-service and communication skills • Basic computer 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.*

*NWACC does not discriminate on the basis of gender, age, race, color, creed, religion, ancestry, national or ethnic origin, sexual orientation, gender identity, disability, genetic information, military status, veteran status, familial status, or any other protected category under applicable local, state, or federal law, ordinance or regulation