

# 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>  | Student Records   |                 |
| <b>Department/Agency</b>  | Work with the Assistant & Associate Registrars  |                 |
| • Position Location   | Becky Paneitz Student Center 233  |                 |
| • Campus or City  | Bentonville   |                 |
| <b>Hours Per Week</b>   | 19 hpw – 2 positions  |                 |
| <b>Hourly Pay Rate</b>  | \$10.00   |                 |
| <b>Position Dates</b>   | Begin: 7/1/2019   | End: 06/30/2020 |
| <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<br/>           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> |   |                 |
| <b>Position Supervisor Name</b>   | Julie Jarrett or Jamie Schraeder  |                 |
| • Supervisor Email  | <a href="mailto:jjarrett@nwacc.edu">jjarrett@nwacc.edu</a> or <a href="mailto:jschraeder@nwacc.edu">jschraeder@nwacc.edu</a>  |                 |
| • Supervisor Phone  | 479-619-4137 or (479) 619-2208  |                 |
| <b>Job Duties may include:</b>  | <ul style="list-style-type: none"> <li>• Process and prepare electronic and paper based transcript request.</li> <li>• Handle incoming mail and support the assistant registrars with processing.</li> <li>• Assist with scanning and filing of student documents.</li> <li>• Aid in assistant registrar projects.</li> <li>• Assist other department with accessing student record documents.</li> </ul> |                 |
| <b>Job Qualifications</b>   | <ul style="list-style-type: none"> <li>• Basic computer skills required</li> <li>• Customer service experience preferred</li> <li>• Attention to detail a must</li> <li>• Organizational skills required</li> <li>• Must be a team player</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).