

Federal Work-Study Position

To apply:

- Send your resume to position supervisor. See contact information below.

Department or Agency:	Testing Center
Position Location:	Becky Paneitz Student Center 306
Campus or City:	Bentonville Campus
Position Classification:	Clerk
Hours Per Week:	19
Hourly Rate:	\$9.00
Position Begin Date:	06/17/18
Position End Date:	6/29/19
Position Supervisor:	Cara Sams
Supervisor Email:	csams@nwacc.edu
Supervisor Phone:	479-619-4354
Purpose/Role of Position:	Support Testing Center
Job Duties:	<ul style="list-style-type: none"> • Check in students who are taking the Accuplacer and other test offered by the Center • Assist students with making appointments • Answer phone calls and emails • Assist with office maintenance
Job Qualification:	<ul style="list-style-type: none"> • Must have basic computer skills • Must be able to multi-task • Customer Service experience is required. • There is a higher demand for morning and evening availability.

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