

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

Position Title	Clerk	
Purpose/Role of this Position	Assist students in the Tutoring Center	
Department/Agency	Tutoring Center	
• Position Location	Becky Paneitz Student Center	
• Campus or City	Bentonville	
Hours Per Week	19	
Hourly Pay Rate	\$10.00	
Position Dates	Begin: 7/1/2019	End: 06/30/2020
<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	Eric Vest	
• Supervisor Email	evest@nwacc.edu	
• Supervisor Phone	479-619-4345	
Job Duties may include:	<ul style="list-style-type: none"> • Provide customer service to students. Be available to assist student inquiries via phone, email, and/or in-person • Maintain a congenial and helpful attitude towards students. Periodically walk around the area to make it clear you are available for assistance • Promote academic support service initiatives such as tutoring services, success coaching, etc. • Distribute helpful handouts, informational brochures, private tutor list, etc. • Assist students with registering, printing class schedules, completing FAFSA forms, or scheduling appointments • Help students with the Microsoft programs and common feature of page layout, saving files to flash drives, attaching files to email • Assist students with printing and troubleshooting printing issues • Maintain area to keep neat, clean and organized • Attend monthly team meetings. 	
Job Qualifications	<ul style="list-style-type: none"> • Knowledge of website • Proficient computer skills. Highly functional usage of Microsoft Suite (Word, Excel, PowerPoint, and Access) 	
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).