

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

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| Position Title | Clerk | |
| Purpose/Role of this Position | Washington County Facility Support | |
| Department/Agency | Washington County Center | |
| • Position Location | Washington County Center | |
| • Campus or City | Springdale | |
| Hours Per Week | 19 | |
| Hourly Pay Rate | \$10.00 | |
| Position Dates | Begin: 08/01/2019 | 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 | Barbara Goodman | |
| • Supervisor Email | bgoodman@nwacc.edu | |
| • Supervisor Phone | 479-725-4675 | |
| Job Duties may include: | <p>This position may work at any of the Washington County locations as assigned.</p> <p>Job Duties</p> <ul style="list-style-type: none"> • Provide support/assistance for managing facility(ies) in Washington County (such as inventory assistance, beginning of semester preparation, walkthroughs to spot and report maintenance issues, posting/removing signage, and other duties as assigned to ensure that facilities are operational for students/faculty/staff). • Assist in troubleshooting and resolving technical issues with basic office equipment such as computers, printers, phones, etc. and provide basic technical support to students, faculty and staff. • Assist with other duties or projects as needed. <p>Please note that all training and support needed to complete job duties will be provided.</p> | |
| Job Qualifications | <ul style="list-style-type: none"> • Be dependable and reliable. • Basic Computer Skills required (MS Office Suite preferred). • Customer Service Experience preferred. | |
| 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).