

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	Washington County Enrollment Services	
Department/Agency	Washington County	
• Position Location	Springdale Campus	
• Campus or City	Springdale	
Hours Per Week	Up to 19 hours a week	
Hourly Pay Rate	\$11.00	
Position Dates	Begin: July 11, 2022	End: June 23, 2023
<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	Michelle Cook	
• Supervisor Email	mcook11@nwacc.edu	
• Supervisor Phone	479-725-4675	
Job Duties may include:	<ul style="list-style-type: none"> • Primary role of assisting with Admissions Data Processing. • Assist and provide support for Enrollment Services, Advising, Treasurer/Cashier, and Facility support staff. <ul style="list-style-type: none"> • Greet visitors, answer phones, take messages, and provide assistance in directing students to Enrollment Services and Advising. • Make student ID's and issue student parking hang tags. • Make appropriate referrals to other departments. • Assist with Orientation including helping students interpret class schedules and log into the MyNWACC student portal • Perform other duties as assigned by supervisor 	
Job Qualifications	All training and support needed to complete job duties will be provided	
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).