

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 Facility Support	
Department/Agency	Washington County Center	
• Position Location	Washington County Center	
• Campus or City	Springdale	
Hours Per Week	Up to 19 hours a week	
Hourly Pay Rate	\$11.25	
Position Dates	Begin: 07/10/23	End: 06/22/24
<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:	<p><u>Job Duties</u></p> <ul style="list-style-type: none"> • Assist with facility support at NWACC Washington County building, such as stocking classrooms and workrooms, performing checks of rooms for readiness for classes/faculty, answering phones, staffing the main lobby or other assigned areas to provide assistance/directions, assisting with inventory of furnishings, etc. • Attending facility team meetings • Assist with other duties or projects as needed. • Other duties as assigned. <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).