

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	19	
Hourly Pay Rate	\$10.00	
Position Dates	Begin:	End:
<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	Austin Schader	
• Supervisor Email	aschader@nwacc.edu	
• Supervisor Phone	479-725-4663	
Job Duties may include:	<p>This position may work at any of the Washington County locations (Farmington Center, NWACC at The Jones Center, and/or Washington County Center) as assigned.</p> <p>Job Duties</p> <ul style="list-style-type: none"> • Assist and provide support for Student Services (Admissions, Enrollment Services, Student Records, and Advising), Treasurer/Cashier, and Center Management at any Washington County Center (Farmington, Jones Center, Washington County Center). • This position may greet visitors, answer phones, take messages, and provide assistance in directing students to advising, admissions, and student records. Make appropriate referrals to other departments. • This position may assist with Orientation to include the following responsibilities: <ul style="list-style-type: none"> • Educate students on interpreting class schedules and help students log into My NWACC Connection. • Make student ID's and issue student parking hang tags. • Perform other duties as assigned by supervisor. <p>Please note that all training and support needed to complete job duties will be provided.</p>	
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).