

Federal Work-Study Position

To apply:

- Send your resume to position supervisor. See contact information below.

Department or Agency:	Student Services
Position Location:	Washington County
Campus or City:	Springdale Campus
Position Classification:	Clerk
Hours Per Week:	19
Hourly Rate:	\$9.25
Position Begin Date:	04/08/19
Position End Date:	6/30/20
Position Supervisor:	Austin Schader
Supervisor Email:	aschader@nwacc.edu
Supervisor Phone:	479-725-4663
Purpose/Role of Position:	Washington County Enrollment Support
Job Duties:	<p>This position may work at any of the Washington County Centers, (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: • 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 Qualification:	<p>Meet Federal Work Study Program Requirements.</p> <p>-You must have a current FAFSA on file and your financial aid file must be complete</p> <p>If you are interested in this position, please send an email from your NWACC email account with your name, NWACC Student ID number, and resume to aschader@nwacc.edu</p>

Evaluation Procedures:

FWS Supervisors are encouraged to evaluate new FWS employees after 30 days and at least annually.

NWACC does not discriminate on the basis of gender, age, race, color, creed, religion, ancestry, national or ethnic origin, sexual orientation, gender identity, disability, genetic information, military status, veteran status, familial status, or any other protected category under applicable local, state, or federal law, ordinance or regulation