

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	Student and office support	
Department/Agency	LIFE and Office of Hispanic and Latino Outreach	
• Position Location	Becky Paneitz Student Center SC 223	
• Campus or City	Bentonville	
Hours Per Week	19	
Hourly Pay Rate	\$10.00	
Position Dates	Begin: 7/1/2019	End: 06/30/2020
<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 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>		
Position Supervisor Name	Juanita Franklin	
• Supervisor Email	jfranklin1@nwacc.edu	
• Supervisor Phone	479-619-2204	
Job Duties may include:	Assist with LIFE Program as needed; including, but not limited to: • LIFE student tracking • LIFE Program data tracking • Organization of student files • Planning LIFE Program events, setting up and working LIFE Program events • Organization and inventory of program supplies • Contacting LIFE students as needed Assist with Hispanic outreach initiatives as needed; including, but not limited to: • Attend community events • Contact prospective students • Answer NWACC enrollment questions • Assist with FAFSA applications • Assist with NWACC admission applications • Research scholarship opportunities • Connect first-generation students to resources	
Job Qualifications	• Spanish/English bilingual required • Customer Service Experience/ Strong communication skills • Ability to work accurately with sensitive and confidential information • Ability to work a flexible schedule • Possibility of working some evenings and weekends • Intermediate Word, Excel and Power Point required • Will be cross-trained across student service departments to assist where needed	
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).