

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	Program Support Assistant	
Department/Agency	Single Parent Scholarship Fund of Benton County	
Position Location	2601 SW D Street	
Campus or City	Bentonville, AR 72712	
Hours Per Week	Up to 19	
Hourly Pay Rate	\$10.00	
Position Dates	Begin: 07/01/2020	End: 06/30/2021
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		
Position Supervisor Name	Shannon Campbell	
Supervisor Email	shannon@spsfbc.org	
Supervisor Phone	479.254.8550	
Job Duties may include:	- Assist with answering of telephones and greeting of guests at front door - Provide computer and data entry using Microsoft Office programs - Data import and entry into confidential donor database - Catalog photos into computer files - Scan and shred documents - Assist with coordination of all event preparation - Assist with design, writing and printing of publications and mailings - Create constant contact email blasts for volunteers and donors - Research foundations and prospective donors - Take minutes/notes during various meetings - Research other organizations to send them information - Assist with office supply inventory and organization - Assist with food prep and cleanup for meetings - Other general duties as assigned	
Job Qualifications	- Computer skills required, Microsoft Office Suite experience a plus - Quality Customer Service a must - Confidentiality a must - Attention to Detail - Good time management and problem-solving skills - Ability to work independently as well as part of a team - Ability to take initiative, be flexible and use good judgement - Excellent written and verbal communication skills - Must be able to read, write and speak English although bilingual is a plus - Comfort with fast-paced environment - Cannot be a recipient of SPSBC	
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).