

Federal Work-Study (FWS) Job Description

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

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| Position Title | Work-Study for Communication & Arts Division | |
| Purpose/Role of this Position | To help administrative assistants maintain supplies in the faculty workrooms and to better organize the workroom. Also, to assist C&A faculty with projects as needed | |
| Department/Agency | | |
| • Position Location | BH1117 | |
| • Campus or City | Bentonville | |
| Hours Per Week | Up to 19 hours | |
| Hourly Pay Rate | \$11.25 | |
| Position Dates | Begin: 08/21/2023 | End: 05/11/2023 |
| <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 | Raquel De Avelar Bilck | |
| • Supervisor Email | rdeavelarbilck@nwacc.edu | |
| • Supervisor Phone | 479-619-4156 | |
| Job Duties may include: | <ul style="list-style-type: none"> • Filing • Marketing (posters) • Keep copiers filled with copy paper • Assist faculty as requested • Take inventory of supplies • Help the administrative assistant organize and clean the faculty workroom • Cover for administrative assistant as needed • Other duties as assigned | |
| Job Qualifications | <ul style="list-style-type: none"> • Ability to be proactive • Willingness to show up on time and be engaged when working • Ability and willingness to follow instructions • Ability to do physical work • Some basic Microsoft Office Knowledge | |
| 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).