

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

Position Title	Disability Resources Support Workstudy	
Purpose/Role of this Position	Support Disability Resource Center (DRC) staff in the smooth daily operation of the Center, including greeting/assisting students, sensitive communications and records management, creating/modifying/disbursing of academic materials in accessible formats, and related duties as assigned.	
Department/Agency	Disability Services	
• Position Location	Bentonville campus, Disability Resources suite (SC 114)	
• Campus or City	Bentonville, AR	
Hours Per Week	19	
Hourly Pay Rate	\$11.25 per hour	
Position Dates	3/18/24 – 6/22/24	
<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	Hannah Adderholt	
• Supervisor Email	hadderholt@nwacc.edu	
• Supervisor Phone	479-986-4076	
Job Duties may include:	<ul style="list-style-type: none"> • Digital file work; • processing request for digital textbooks; • greeting/directing guests; • answering phone calls; • related office duties 	
Job Qualifications	<ul style="list-style-type: none"> • High school credential required; some earned college credit + relevant work experience preferred. • Strong basic computer skills (scanning, file handling, calendar management). • Maintain professionalism and confidentiality in keeping with disability laws and FERPA. • Clear communicator, both spoken and in writing. • Reliable employee who works with an appropriate sense of urgency. 	
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).