

Federal Work-Study (FWS) Job Description

Position	Honors Program Work Study	
Department/Agency	Honors Program	
<ul style="list-style-type: none"> • Position Location 	Burns Hall	
<ul style="list-style-type: none"> • Campus or City 	Bentonville	
Hours Per Week	Up to 19	
Hourly Pay Rate	\$11.25	
Position Dates	Begin: 08/21/23	End: 05/11/23
<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	Sabrina Chesne	
<ul style="list-style-type: none"> • Supervisor Email 	schesne@nwacc.edu	
<ul style="list-style-type: none"> • Supervisor Phone 	479.619.4207	
Job Duties may include:	<ul style="list-style-type: none"> • Working with advising, meeting potential students • Managing honors calendars and modules in Canvas; managing spreadsheets, reading and creating data • Supporting honor students/program, being available, introducing honor students to each other, promoting community support through face to face and virtual activities, such as Zoom meets. • Creating flyers and posters, helping with marketing. • Managing the Honors Study (organization, light cleaning, snacks) • Working on the spring Honors newsletter 	
Job Qualifications	<ul style="list-style-type: none"> • Able to organize • Comfortable with Microsoft Office 365, esp. Excel. • Can work independently • Thinks outside the box • Good writing skills are a plus! 	
Evaluation Procedures	<i>FWS Supervisors are encouraged to evaluate new FWS employees after 30 days and at least annually.</i>	

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).