

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	Learning Commons Assistant	
Purpose/Role of this Position	Staff	
Department/Agency	Library	
• Position Location	Learning Commons, Burns Hall 1217	
• Campus or City	Benton County	
Hours Per Week	Up to 19 hours a week	
Hourly Pay Rate	\$11.25	
Position Dates	Begin: 01/22/2024	End: 05/10/2024
<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	Heather McCain	
• Supervisor Email	h3mccain@nwacc.edu	
• Supervisor Phone	(479) 619-3154	
Job Duties may include:	<ul style="list-style-type: none"> • Staff Learning Commons desk, including opening/closing the facility. • Greet patrons, aid and direct them to requested service points, within the learning commons/library and to other departments within the College. • Check out library materials, shelve library materials, assist visitors in use of the facility and resources, including computers, copiers, equipment, and printers. • Help students check in for the Math Center, Writing Center, and Peer Tutoring. • Will be cross trained with library front staff. 	
Job Qualifications	<ul style="list-style-type: none"> • Knowledge of customer service principles. • Knowledge of computers and software application programs. • Ability to work Monday – Thursday 5-7pm. 	
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).