

## Federal Work-Study (FWS) Job Description

<b>Position Title</b>	Recruitment and Scholarship Office Work-Study	
<b>Purpose/Role of this Position</b>	Assist the Recruitment and Scholarship Office	
<b>Department/Agency</b>	Enrollment Services – Office of New Student Relations	
<ul style="list-style-type: none"> <li>• Position Location</li> </ul>	Office of New Student Relations – Student Center - 235	
<ul style="list-style-type: none"> <li>• Campus or City</li> </ul>	Bentonville, AR	
<b>Hours Per Week</b>	Up to 19	
<b>Hourly Pay Rate</b>	<b>\$11.25</b>	
<b>Position Dates</b>	Begin: 07/10/2023	End: 06/22/24
<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>		
<b>Position Supervisor Name</b>	Clay Wyllia	
<ul style="list-style-type: none"> <li>• Supervisor Email</li> </ul>	cwyllia@nwacc.edu	
<ul style="list-style-type: none"> <li>• Supervisor Phone</li> </ul>	479-986-4028	
<b>Job Duties may include:</b>	<ul style="list-style-type: none"> <li>• Assist with front-line service at the Enrollment Support Center front desk as needed</li> <li>• Respond to text message inquiries from prospective NWACC students</li> <li>• Greet tour guests when they arrive for scheduled campus tours</li> <li>• Giving/assisting with campus tours if Ambassadors are not present</li> <li>• Assist students in completing the admissions application and scholarship application</li> <li>• Cleaning &amp; organizing the recruiting/marketing supply closet</li> <li>• Compiling informational material requested by prospective students</li> <li>• Running errands for the office</li> <li>• Assisting in set-up/take-down for events</li> </ul>	
<b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>• Good customer service skills</li> <li>• Ability to understand and interact with future and current students via email, text, and phone</li> <li>• Comfortable speaking to multiple people at once, including students and parents</li> <li>• Ability to work with different types of students and their families</li> <li>• Good time management and problem-solving skills</li> </ul>	
<b>Evaluation Procedures</b>	<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).*