

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	Testing Center Clerk (2 Positions)	
Purpose/Role of this Position	Support Testing Center staff by covering the front check-in desk and assisting students with questions	
Department/Agency	Testing Center	
• Position Location	Becky Paneitz Student Center Room 306	
• Campus or City	Bentonville	
Hours Per Week	Up to 19 hours a week	
Hourly Pay Rate	\$14.00/hr	
Position Dates	Begin: 08/19/2024	End: 06/21/2025
<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	Jennifer Ockinga	
• Supervisor Email	jockinga@nwacc.edu	
• Supervisor Phone	479-619-4317	
Job Duties may include:	<ul style="list-style-type: none"> • Check in students who are taking the Accuplacer, NWACC course exams and community exams. • Assist students with making appointments • Answer phone calls and emails • Assist with office maintenance 	
Job Qualifications	<ul style="list-style-type: none"> • Must have basic computer skills • Must be able to multi-task • Must be able to keep area organized and be detail oriented • Customer service experience is required. • Must be able to work evenings 	
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).