

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

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| Position Title | Work Study with Chief of Staff for the President | |
| Purpose/Role of this Position | Provide Administrative Assistance to the Chief of Staff for the President | |
| Department/Agency | | |
| • Position Location | Burns Hall 3007 | |
| • Campus or City | Bentonville | |
| Hours Per Week | 19 | |
| Hourly Pay Rate | \$14.00/hr | |
| Position Dates | 7/7/25-6/2026 | |
| <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 | Alex Vasquez | |
| • Supervisor Email | P3vasquez@nwacc.edu | |
| • Supervisor Phone | 479-619-2227 | |
| Job Duties may include: | <ol style="list-style-type: none"> 1. Project tasks such as creating timelines, spreadsheets, reports, and PowerPoint presentations. 2. Creating and maintaining a comprehensive list of office contacts 3. Maintaining list of events and registering college participants. 4. Assisting with special event planning and execution. 5. Monitoring information from external organizations for activities pertinent to the college. 6. Researching leadership programs and other professional development opportunities for college leadership. 7. Assisting with expense reports and requisitions for payments of expenses. | |
| Job Qualifications | <ul style="list-style-type: none"> • Strong written and verbal communication, interpersonal, and customer service skills • Microsoft Office Suite use with an emphasis on Excel skills • Ability to use good judgment and discretion when working with confidential information • Willingness to exercise initiative and work independently on projects • Energetic with a good attitude and a desire to enjoy the work | |
| 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).