

Federal Work-Study (FWS) Job Posting

To Apply for This Position - Email your Resume to the Position Supervisor

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	LIFE Program and Hispanic/Latino Outreach Office Assistant and Social Media Support	
Purpose/Role of this Position	Office and social media support	
Department/Agency	LIFE Program and Office of Hispanic and Latino Outreach	
• Position Location	Becky Paneitz Student Center SC 223 and SC230B	
• Campus or City	Bentonville	
Hours Per Week	15-19	
Hourly Pay Rate	\$14.00	
Position Dates	Begin: March 16, 2025	End: June 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	Juanita Franklin	
• Supervisor Email	jfranklin1@nwacc.edu	
• Supervisor Phone	479-619-2204	
Job Duties may include:	<p>Assist with LIFE Program as needed; including, but not limited to:</p> <ul style="list-style-type: none"> • Creating content for program social media pages using Canva • Monitoring and updating program social media pages, including posting information about upcoming events, responding to direct messages from students, interacting with students and supporters, etc. • Assisting with planning, setting up, and executing LIFE Program events • Organizing and monitoring program supplies • Assisting LIFE Success Coach, LIFE Program Coordinator, and Director of Hispanic and Latino Outreach <p>Assist with Hispanic outreach initiatives as needed; including, but not limited to:</p> <ul style="list-style-type: none"> • Working program table/booth at campus and local community events • Contacting prospective students • Answering NWACC enrollment questions • Connecting current and prospective students to resources 	
Job Qualifications	<ul style="list-style-type: none"> • Spanish/English bilingual and biliterate as well as aware of Latino/Hispanic culture • Experienced and proficient in relevant social channels, including Instagram, Facebook and other emerging channels • Experience with Canva or other graphic design tool • Customer Service Experience/ Strong communication skills a plus • Intermediate Microsoft Office skills • Ability to work accurately with sensitive and confidential information • Able to work a flexible schedule including some occasional evenings and weekends • Willing and able to learn and grow skills/experience that will help with future success 	
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).

