

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	Admissions Processing Support (NWACC Washington County)	
Purpose/Role of this Position	To provide support and assistance with handling and/or processing student intake documents submitted physically and electronically.	
Department/Agency	Student Services	
• Position Location	NWACC Washington County	
• Campus or City	Springdale	
Hours Per Week	Up to 19	
Hourly Pay Rate	\$11.25	
Position Dates	Begin: 08/21/2023	End: 06/22/2024
<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	Paula Gullede	
• Supervisor Email	pgullede@nwacc.edu	
• Supervisor Phone	479-725-4660	
Job Duties may include:	<ul style="list-style-type: none"> ▪ Assist with document handling including retrieving, scanning and/or electronically saving student documents ▪ Assist with reviewing and/or processing admissions related documents ▪ Provide appropriate referrals to other departments within the college ▪ Perform other duties as assigned by supervisor <p>Please note that <u>all</u> training and support needed to complete job duties will be provided. No experience is required.</p> <p>Position may continue after the end date reflected above based on financial aid eligibility and the college work-study budget.</p>	
Job Qualifications	<ul style="list-style-type: none"> ▪ Work-Study eligible ▪ Be dependable and reliable ▪ Basic computer skills required (MS Office Suite preferred) ▪ Customer service experience preferred 	
Evaluation Procedures	Supervisors are encouraged to evaluate new work-study 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).

Revised 9/6/2023

