

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	Financial Aid and Student Records Report Specialist	
Purpose/Role of this Position	Assist Financial Aid & Student Records teams with reports and various other tasks	
Department/Agency	Financial Aid and Student Records	
• Position Location	Becky Paneitz Student Center	
• Campus or City	Bentonville	
Hours Per Week	Up to 19 hours a week	
Hourly Pay Rate	\$11.25	
Position Dates	Begin: 10/02/2023	End: 05/11/2024
<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	Beth Selph	
• Supervisor Email	bselph@nwacc.edu	
• Supervisor Phone	479-986-6947	
Job Duties may include:	<ul style="list-style-type: none"> • Run and process various reports in Workday for Financial Aid team • Assist with report and data entry cleanup for Student Records office • Sort and scan incoming and outgoing mail for Student Records office • Assist with Transfer events as needed • Process Enrollment Verification requests • Perform other program specific tasks as assigned 	
Job Qualifications	<ul style="list-style-type: none"> • Attention to detail • Good working knowledge of Excel and how to manipulate data with filters, formatting, etc. 	
Evaluation Procedures	<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).