

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	Information Commons Assistant	
Purpose/Role of this Position	Staff the Information Commons Front Desk	
Department/Agency	NWACC Library	
• Position Location	BH1217	
• Campus or City	Bentonville, Arkansas	
Hours Per Week	Up to 19 hours a week	
Hourly Pay Rate	\$11.25	
Position Dates	Begin: 07/10/23	End: 06/22/24
<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	Autumn Roberts	
• Supervisor Email	aroberts18@nwacc.edu	
• Supervisor Phone	479-619-4183	
Job Duties may include:	<p>Open and close the facility. Assist users in the use of the facility—computing, printing, and other resources. May be cross trained with Library front desk staff as needed. Physical demands include lifting and moving paper boxes, moving loaded library carts, books, and other library materials.</p> <p>Position requires dependability, flexibility, and dedication to providing quality service to NWACC students, faculty, and staff. Previous Library or computer lab experience preferred.</p>	
Job Qualifications	High School Diploma	
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).