

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	Library Circulation Assistant	
Purpose/Role of this Position	This customer service position assists patrons with using the library space, borrowing library materials, and utilizing library services.	
Department/Agency	Library	
• Position Location	Burns Hall 1304	
• Campus or City	Bentonville	
Hours Per Week	Up to 19 hours a week	
Hourly Pay Rate	\$11.25	
Position Dates	Begin: 08/21/2023	End: 12/16/23
<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	Shawna Thorup	
• Supervisor Email	sthorup@nwacc.edu	
• Supervisor Phone	479-619-4246 direct / 479-619-3154 library help desk	
Job Duties may include:	<ul style="list-style-type: none"> • Provides customer service at the library's Circulation Desk. • Checks library materials in and out, shelves library materials, assists library users in use of the facility and resources. • Updates borrower records when appropriate. • Performs other duties as assigned. 	
Job Qualifications	<ul style="list-style-type: none"> • Knowledge of customer service principles. • Knowledge of computers and software application programs. • Knowledge of filing and recordkeeping procedures and math. • Ability to perform data entry, typing and word processing. • Ability to comprehend and assimilate technical and business-related documents. • Physical demands include lifting and moving boxes, loading and moving library carts, handling books and other materials, and manipulating items with fingers, including keyboarding. • Requires dependability, flexibility, and dedication to providing quality service to library users. • Knowledge of standard library practices preferred. 	
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).