

# 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

<b>Position Title</b>	Front Desk Support	
<b>Purpose/Role of this Position</b>	Assist front desk with admin and tours of the facility	
<b>Department/Agency</b>	Brightwater: A Center for the Study of Food	
• Position Location	801 SE 8 <sup>th</sup> St. Suite 71	
• Campus or City	Bentonville, AR (8 <sup>th</sup> Street Market)	
<b>Hours Per Week</b>	Up to 19 hours per week	
<b>Hourly Pay Rate</b>	\$14.00/hr	
<b>Position Dates</b>	3/16/2025	6/21/2025
<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>		
<b>Position Supervisor Name</b>	Tim Rose	
• Supervisor Email	trose3@nwacc.edu	
• Supervisor Phone	479-613-8612	
<b>Job Duties may include:</b>	Responding to emails, coordinating tours, helping perform admin duties such as answering phone, providing guidance to visitors from the front desk. If interested can also assist Business Operations Manager with daily tasks	
<b>Job Qualifications</b>	Typing skills	
<b>Evaluation Procedures</b>	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).