

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	Advancement Work Study	
Purpose/Role of this Position	This position is responsible for the assisting the NWACC Foundation through daily tasks, events, etc.	
Department/Agency		
• Position Location	Burns Hall, Bentonville Location	
• Campus or City	Bentonville, AR	
Hours Per Week	19 if approved by financial aid	
Hourly Pay Rate	\$14.00/hr	
Position Dates	3/16/25	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>		
Position Supervisor Name	Leah Miles	
• Supervisor Email	l3miles@nwacc.edu	
• Supervisor Phone	479-619-4208	
Job Duties may include:	<p>*Scanning of old files (of all kinds) and uploading to the Foundation one drive and donor database. *Assisting in various events with set up, tear down etc. *Stewardship tasks *Database maintenance to include alumni, donor data, etc. *Assisting Scholarship coordinator with various tasks including printing, recruitment tasks, etc. *Act as student ambassador for NWACC Foundation as needed. *Performs other duties as assigned.</p> <p>NWACC practices equal opportunity in education and employment and is strongly and actively committed to diversity within the college community.</p>	
Job Qualifications	*Student is required to be enrolled at NWACC and be work study eligible.	
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).