

# 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>	Editorial Assistant	
<b>Purpose/Role of this Position</b>	To perform duties related to keeping the NWACC Eagle View and other student media operating efficiently.	
<b>Department/Agency</b>	Eagle View/Journalism Department, Communication and Arts	
• Position Location	BH 1021	
• Campus or City	Bentonville	
<b>Hours Per Week</b>	12	
<b>Hourly Pay Rate</b>	\$14.00/hr	
<b>Position Dates</b>	March 16, 2025	May 11, 2025
	<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>	
<b>Position Supervisor Name</b>	Debbie Miller	
• Supervisor Email	dmiller13@nwacc.edu	
• Supervisor Phone	479-619-4301	
<b>Job Duties may include:</b>	The person will perform tasks related to meeting preparation, assist in sending emails, organizing some editorial content for print and web issues, and working with student editors to establish and update a dedicated website. Other duties may include assisting in distribution of the print issue.	
<b>Job Qualifications</b>	Ability to write and communicate effectively. Organizational skills. Ability to work independently and as part of a team.	
<b>Evaluation Procedures</b>	<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).