

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	Academic Success Tutor	
Purpose/Role of this Position	The mission of the NWACC Library's Peer Tutoring program is to empower students to succeed as confident, independent learners. The Peer Tutor program partners with NWACC students and faculty, enhancing content knowledge and helping students develop study skills, locate resources, and embrace their learning style.	
Department/Agency	NWACC Library	
• Position Location	Learning Commons	
• Campus or City	Benton County Campus	
Hours Per Week	19 hr/week	
Hourly Pay Rate	\$14.00/hr	
Position Dates	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>		
Position Supervisor Name	Heather McCain	
• Supervisor Email	H3mccain@nwacc.edu	
• Supervisor Phone	479-619-4247	
Job Duties may include:	<ul style="list-style-type: none"> • Assists students on a walk-in basis in a subject area agreed upon by the supervisor and tutor in support of student's courses and learning. • Utilize videoconferencing software to offer effective and engaging virtual tutoring sessions by appointment, adapting materials and methods to the online environment. • Offers guidance and support to students, facilitates group discussions among students, and directs them to additional study resources and other student success resources. • Tailors instructional techniques to individual or small group needs, thus ensuring maximum retention and success. • Tracks usage of tutoring services, including student sign-in for in-person events. • Maintains reliable and consistent work hours. • Develops and presents workshop opportunities to students. • Participates in staff meetings, training activities and professional development opportunities. • Follows policy and procedures set by the college and the library. • Works with the Outreach Librarian, who liaises with professors and other academic staff, to stay informed on curriculum changes, collect resources, and receive feedback on students' progress as well as identify areas needing further attention. 	

	<ul style="list-style-type: none"> • Performs additional duties as assigned by the department supervisor.
Job Qualifications	<ol style="list-style-type: none"> 1. Proven skill in content field, demonstrated by academic record and/or teacher recommendation. Usually, this means a grade of "A" earned in the course to be tutored. All applicants should understand that their academic record will be checked to verify this qualification. 2. College student or graduate with excellent communication skills and the ability to successfully connect with students. 3. Possesses the ability to work with diverse student populations. 4. Proficient with computers. Proficient in Microsoft Word. Preferred knowledge of Microsoft Excel and PowerPoint. 5. Preferred: Prior tutoring or teaching experience. <p>Work hours are set by the needs of services at both the Benton County and Washington County locations. Flexibility is key. Tutor hours are based on scheduling needs and are established as regular weekly hours.</p>
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).