

# 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>	SBS Administrative Assistant	
<b>Purpose/Role of this Position</b>	Administrative support	
<b>Department/Agency</b>	Social and Behavioral Science	
• Position Location	1430 Burns Hall	
• Campus or City	Bentonville Campus	
<b>Hours Per Week</b>	Up to 19 hrs per week	
<b>Hourly Pay Rate</b>	\$14.00/hr	
<b>Position Dates</b>	3/24/25-6/21/25	
<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>	Lenora Clouse	
• Supervisor Email	lclouse@nwacc.edu	
• Supervisor Phone	479-619-4312	
<b>Job Duties may include:</b>	<p>This position will</p> <ul style="list-style-type: none"> <li>• support S&amp;B faculty (i.e., making copies, basic technology support, classroom setup, etc.)</li> <li>• provide support to the S&amp;B Sr. Admin Assistant with schedule and compensation-related duties</li> <li>• other related duties as assigned.</li> </ul>	
<b>Job Qualifications</b>	<p>Basic working knowledge of Microsoft Word, Excel, Teams, Outlook, etc.            Be an effective communicator and initiative taker.            We will train on the rest.</p>	
<b>Evaluation Procedures</b>	<p><i>FWS Supervisors are encouraged to evaluate new FWS employees after 30 days and at least annually.</i></p>	

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).