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	IT Support (two positions)
Purpose/Role of this Position	Provide support to IT Helpdesk
Department/Agency	
• Position Location	NWACC-Bentonville Campus
• Campus or City	Bentonville
Hours Per Week	Up to 19 hours a week
Hourly Pay Rate	**$11.25/hr**
Position Dates	Begin: 2/18/24 End: 06/22/24
	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*
Position Supervisor Name	Amy Lance
• Supervisor Email	Alance1@nwacc.edu
• Supervisor Phone	479-619-4393
Job Duties may include:	• Provide basic technical support to students, faculty and staff. • Assist in troubleshooting and resolving technical issues with basic office equipment such as computers, printers, phones, etc. • Work directly with IT staff located at main campus to resolve technical issues that occur on site at the center(s) as needed. • Assist and perform additional duties as assigned by IT staff. • Assist with other duties or projects as needed.
Job Qualifications	• Be dependable and reliable. • Meet the Federal Work-Study Program requirements
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).