

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	Service Learning Work-Study position	
Purpose/Role of this Position		
Department/Agency	Service Learning	
• Position Location	Bentonville main campus of NWACC	
• Campus or City		
Hours Per Week	Up to 19	
Hourly Pay Rate	\$11.25	
Position Dates	Begin: 07/10/23	End: 06/22/24
<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	Matt Evans	
• Supervisor Email	Mevans8@nwacc.edu	
• Supervisor Phone	(479) 619-4284	
Job Duties may include:	<ul style="list-style-type: none"> • Assisting with launching and maintaining service learning projects • Creating and distributing service learning awards • Inventorying, organizing, and distributing items used for service learning project • Researching service learning opportunities and resources • Watering and maintaining the NWACC Butterfly Garden, as needed 	
Job Qualifications	<ul style="list-style-type: none"> • <i>Ability and willingness to learn new software and technology skills as needed</i> • <i>Ability to engage in physical labor as needed</i> • <i>Knowledge of research databases and other library technology</i> • <i>Proficiency in Microsoft Office (especially Word and Excel)</i> • <i>Punctuality and basic professional acumen (to keep track of deadlines and treat others respectfully)</i> 	
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).