



**OZARKA
COLLEGE**

Financial Aid

Federal Work Study Position Job Description: Nursing Programs Aide

Job Location/Campus: _____
Department: Nursing
Supervisor: _____
Rate of Pay : _____
(current Arkansas minimum wage)

Position Start Date: _____
Position End Date: _____
Hours Per Week: _____

Description: Assist nursing faculty and staff with general office tasks and nursing program activity setup and cleanup. Also, possibly, up to ten hours per week serving as an ARNEC program Class Proctor.

Possible Tasks:

- Greet students and other visitors
- File, copy, and/or shred documents
- Assist with nursing program activities as needed
- Mail distribution
- File, copy, and/or shred documents
- Perform Class Proctor duties as listed on the official ARNEC Class Proctor position description
- Light cleaning
- Other duties as assigned

Essential Qualifications:

- Must meet criteria for Federal Work Study program, and must maintain semester and overall grade point average of 2.0 and meet the standards of Ozarka's Satisfactory Academic Progress (SAP) policy to retain the Federal Work Study position.
- Honesty, integrity, and an ability to maintain professional standards and confidentiality
- Attention to detail
- Dependability
- Customer service oriented: helpful, friendly, and cooperative

Melbourne
218 College Dr
Melbourne, AR
870-368-7371

Ash Flat
64 College Dr
Ash Flat, AR
870-994-7273

Ash Flat Technical
Center
64 College Dr
Ash Flat, AR
870-994-7273

Mountain View
1800 College Dr
Mountain View
870-269-5600

Mammoth Spring
5th & Archer
Mammoth Spring
870-625-0411