



Ozarka College

Providing life-changing experiences through education.

Federal Work Study Position Job Description: Admissions

Job Location/Campus: Melbourne
Department: Admissions
Supervisor: McKenzie Jackson
Rate of Pay : _____
(current Arkansas minimum wage)

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

Description: Perform routine entry-level office functions and assist supervisor as needed with various campus functions or special events.

Possible Tasks:

- Answer phones
- Greet students and other visitors
- Running campus errands
- Mail distribution
- File documents
- Shred documents
- Prepare mail-outs
- Make copies
- Light cleaning
- Occasional campus tours
- 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.
- Customer service oriented: helpful, friendly, and cooperative
- Dependable
- Follows instructions well

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, AR
870-269-5600