



# Ozarka College

*Providing life-changing experiences through education.*

## Federal Work Study Position Job Description: General Office

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Job Location/Campus:	___Melbourne	___Ash Flat	___Mountain View	___Mammoth Spring
Department:	_____			Position Start Date: _____
Supervisor:	_____			Position End Date: _____
Rate of Pay:	_____			Hours Per Week: _____
(current Arkansas minimum wage)				

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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
- Copying, filing, scanning, or shredding documents
- Prepare mail-outs
- 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.
- Customer service oriented: helpful, friendly, cooperative
- Dependability
- Follows instructions well

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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
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