



# Ozarka College

*Providing life-changing experiences through education.*

## Federal Work Study Position Job Description: Grounds and Maintenance

Job Location/Campus: Melbourne  
Department: Physical Plant  
Supervisor: Marty McFarlin  
Rate of Pay: \_\_\_\_\_  
(current Arkansas minimum wage)

Position Start Date: \_\_\_\_\_  
Position End Date: \_\_\_\_\_  
Hours Per Week: \_\_\_\_\_

Description: Assist grounds and maintenance department with routine entry level duties as needed.

Possible Tasks:

- Running errands
- Copy, file, and shred documents
- Prepare mail-outs
- Light cleaning (vacuuming, dusting, window cleaning, etc.)
- Weed pulling and other groundskeeping
- 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.
- Safety-minded
- 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