



Ozarka College

Providing life-changing experiences through education.

Federal Work Study Position Job Description: Library

Job Location/Campus: Melbourne
Department: Library
Supervisor: Dan Lindsey
Rate of Pay: _____
(current Arkansas minimum wage)

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

Description: Perform routine library tasks and other general office/clerical tasks.

Possible Tasks:

- Greet students, visitors, and other library patrons
- Answer phone
- Shelve books and other library materials
- Assist patrons in using library research tools and locating resources
- Sanitize work stations
- 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.
- 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, AR
870-269-5600