



# Ozarka College

*Providing life-changing experiences through education.*

## Federal Work Study Position Job Description: Marketing

Job Location/Campus: Melbourne  
Department: Marketing  
Supervisor: Katie Norris  
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
- Copying, filing, scanning, or shredding documents
- Occasional photography and social media tasks
- 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

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