



# Ozarka College

*Providing life-changing experiences through education.*

## Federal Work Study Position Job Description: Nursing Programs

Job Location/Campus: \_\_\_\_\_  
Department: Nursing  
Supervisor: \_\_\_\_\_  
Rate of Pay: \_\_\_\_\_  
(current Arkansas minimum wage)

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

Description: Assist nursing faculty and staff with general office tasks and nursing program activity setup and cleanup. Also, possibly, up to ten hours per week serving as an ARNEC program Class Proctor.

### Possible Tasks:

- Greet students and other visitors
- File, copy, and/or shred documents
- Assist with nursing program activities as needed
- Mail distribution
- File, copy, and/or shred documents
- Perform Class Proctor duties as listed on the official ARNEC Class Proctor position description
- 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.
- Honesty, integrity, and an ability to maintain professional standards and confidentiality
- Attention to detail
- Dependability
- Customer service oriented: helpful, friendly, and cooperative

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218 College Dr  
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