



Ozarka College

Providing life-changing experiences through education.

Federal Work Study Position Job Description: Technical Center

Job Location/Campus: AF Technical Center
Department: Tech Center Programs
Supervisor: Marcus Orf
Rate of Pay: _____
(current Arkansas minimum wage)

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

Description: Assist the technical center instructors and staff in maintaining organization, cleanliness, and safety in all front office, welding, automotive, and machining classrooms and workspaces. Also perform light clerical duties for the technical center.

Possible Tasks:

- Greet students and other visitors
- Sanitize workspaces
- Answer phones
- Assist in the set up and tear down of campus events
- Assist with technical center events
- Running errands
- Copy, file, and shred 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.
- Safety-minded
- Customer service oriented: helpful, friendly, and cooperative
- Dependable and honest
- Follow 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