



Work-Study Job Posting Request

Semester/Year: Fall: _____ Spring: _____ Summer: _____

Type of WS: Federal Institutional

Department: Marketing Dept. #: 1-65605

Campus: Poteau Sallisaw Off Campus

Building: BC Office/Room #: 866

Job Duties/Responsibilities: Assist the Director of Marketing with photography, videography, video editing and production, attend campus events and take photos and videos, mail pickup and delivery, assist with the design of college promotional materials, social media management, etc. Must be dependable, professional, a self-starter, and be able to problem solve. Be able to work independently and without supervision at times.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Schedule: (Possible working hours)		x	x	x	x	x	
		Hours are open to negotiation and are also flexible...					

Supervisor Name: Holly Bormann

Email: hbbormann@carlalbert.edu

Phone #: 918-647-1474

Other Information (if applicable): _____

