

Carl Albert State College

Federal Work-Study

Job Availability

- **Department:** Admissions
 - **Location:** HH107
 - **Duties/Responsibilities:** General office duties will include greeting and directing students. Printing transcripts and schedules. Picking up mail and distributing it to the proper destinations. Filing, copying, scanning, and faxing paperwork. Watering office plants, general cleaning as needed, etc.
 - **Additional Info:** Must possess the ability to communicate clearly, handle work under pressure, be reliable, punctual, and have a professional, mature presence while at the office.
 - **Schedule:** Flexible around class schedule.
 - **Contact Info:** Kerstein Rothermel & Jessica Lloyd: Ph. 918-647-1309, or 1302