



## Work-Study Job Posting

Type of WS:  Federal  Institutional

Department: Financial Aid Dept. #: 153504

Campus:  Poteau  Sallisaw  Off Campus

Building: Hemphill Hall Office/Room #: 102

Job Duties/Responsibilities: Answer phones, assist students with documents, organize/clean work areas, check mail, other duties as assigned. Must also be willing to learn new computer programs.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Schedule:</b> (Possible working hours)		Flexible between 8-4:30	Flexible between 8-4:30	Flexible between 8-4:30	Flexible between 8-4:30	Flexible between 8-4	

Supervisor Name: Liz Currens

Email: eacurrens@carlalbert.edu

Phone #: 918.647.1342

Other Information (if applicable): \_\_\_\_\_

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