



## Work-Study Job Posting Request

Type of WS:  Federal  Institutional

Department: Information Technology Dept. #: 180820

Campus:  Poteau  Sallisaw  Off Campus

Building: Hemphill Hall Office/Room #: 120

Job Duties/Responsibilities: Assist with workroom organization and clean up. Help desk

assistance with workstations, printers and other peripherals. Other duties as assigned.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Schedule: (Possible working hours)		8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:00	

Supervisor Name: Josh Burris

Email: [jdburris@carlalbert.edu](mailto:jdburris@carlalbert.edu)

Phone #: 918 647 1363

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

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