Carl Albert State College
FINANCIAL AID

Return this form to:
Carl Albert State College
Office of Financial Aid
Hemphill Hall – HH102 or
Fax: 918-647-1227

Work-Study Job Posting Request

Semester/Year: ■ Fall: 2021 ■ Spring: 2022 ■ Summer: 2022

Type of WS: ■ Federal ■ Institutional

Department (Dept#): Business Office/Payroll (1-62603)

Campus: ■ Poteau ☐ Sallisaw ☐ Off Campus

Building: Hemphill **Office/Room #:** 105

Job Duties/Responsibilities: Answer Phones, Copy, Scan, File and assist Students. Other duties as requested.

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

Supervisor Name: Amanda Wilson

Email: adwilson@carlalbert.edu

Phone #: (918) 647-1326

Other Information (if applicable): (20) hours a week. Schedule is flexible. Prefer someone to help cover lunches.