



Work-Study Job Posting Request

Semester/Year: Fall: 2021 Spring: _____ Summer: _____

Type of WS: Federal Institutional

Department (Dept#): Mailroom (2615)

Campus: Poteau Sallisaw Off Campus

Building: Johnson Hall Office/Room #: JH215

Job Duties/Responsibilities: Answer Switchboard, light cleaning, some heavy lifting,
delivering some packages and miscellaneous clerical

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Schedule: (Possible working hours)		9:00-12:30		9:00-12:30	9:00-11:30	9:00-11:30	

Supervisor Name: Darlene Scroggins

Email: dscroggins@carlalbert.edu

Phone #: 918-647-1234

Other Information (if applicable): _____