



## Work-Study Job Posting Request

Semester/Year:  Fall: \_\_\_\_\_  Spring: 2022  Summer: \_\_\_\_\_

Type of WS:  Federal  Institutional

Department (Dept#): Mailroom (2615)

Campus:  Poteau  Sallisaw  Off Campus

Building: Johnson Hall Office/Room #: 214

Job Duties/Responsibilities: Answering multi-line phones, waiting on students, handing out student packages, stocking cases of paper (40 lb), light cleaning, dusting, other duties as needed.

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

Supervisor Name: Trena Kitchens

Email: tkitchens@carlalbert.edu

Phone #: 918-647-1202

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

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