




Work-Study Job Posting Request

Semester/Year: Fall: _____ Spring: 22 Summer: _____

Type of WS: Federal Institutional

Department (Dept#): Power One/Poteau (2155) 

Campus: Poteau Sallisaw Off Campus

Building: Hemphill Hall Office/Room #: 130

Job Duties/Responsibilities: Answer Phone, get mail, file papers, clean office, assist students with general computer questions and other general office duties.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Schedule: (Possible working hours)	xxxx						xxxx

Supervisor Name: Ramona Smith

Email: rgsmith@carlalbert.edu

Phone #: 918-647-1292

Other Information (if applicable): 15 hours per week between 8:00 am and 4:00 pm