



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.

| Schedule: (Possible working hours) | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------------------------------|--------|---------------|---------------|---------------|---------------|---------------|----------|
| | | 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.