



Work-Study Job Posting Request

Semester/Year: Fall: _____ Spring: 2022 Summer: _____

Type of WS: Federal Institutional

Department (Dept#): Library/Poteau (2400) 

Campus: Poteau Sallisaw Off Campus

Building: Joe E. White Library Office/Room #: 400

Job Duties/Responsibilities: Shelving, helping students, operating front desk, some light cleaning, and other duties

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Schedule: (Possible working hours)		8 AM - 630 PM	8 AM - 630 PM	8 AM - 630 PM	8 AM - 630 PM	8 AM - 4 PM	

Supervisor Name: Tonya Sutton

Email: tsutton@carlalbert.edu

Phone #: 918-647-1312

Other Information (if applicable): _____