



Work-Study Job Posting Request

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

Type of WS: Federal Institutional

Department (Dept#): Financial Aid (2515)

Campus: Poteau Sallisaw Off Campus

Building: Hemphill Hall Office/Room #: _____

Job Duties/Responsibilities: Scanning files, answering phones, assisting students, light cleaning, organizing

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Schedule: (Possible working hours)		8-4:30	8-4:30	8-4:30	8-4:30	8-4:00	

Supervisor Name: Elizabeth Currens

Email: ecurrens@carlalbert.edu

Phone #: 918-647-1343

Other Information (if applicable): Must understand student confidentiality and be able to communicate with students in an effective, polite manner.