



## Work-Study Job Posting Request

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

Type of WS:  Federal  Institutional

Department (Dept#): Power One/Sallisaw (2155) ▼

Campus:  Poteau  Sallisaw  Off Campus

Building: Mayo Center Office/Room #: 8024

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Schedule:</b> (Possible working hours)	X						X
	X						X
	X						X

Supervisor Name: Ashley Watts

Email: anwatts@carlalbert.edu

Phone #: 918-776-0001

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