



Work-Study Job Posting Request

Semester/Year: Fall: 2022 Spring: 2022 Summer: _____
Type of WS: Federal Institutional
Department (Dept#): Marketing/PR (2630) ▼
Campus: Poteau Sallisaw Off Campus
Building: BC Office/Room #: 866

Job Duties/Responsibilities: photography, videography, collect mail, assist with social media, assist with emails as needed, assist with management of Google Drive, assist with managing creative assets, assist with mobile app management.

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

Supervisor Name: Holly Bormann
Email: hbbormann@carlalbert.edu
Phone #: 918-674-1474

Other Information (if applicable): Must maintain a professional appearance and demeanor. Must be able to work with minimal supervision and display integrity and impeccable character. Must be willing to submit to confidentiality, and can be trusted with College equipment outside the office.