



Work-Study Job Posting Request

Semester/Year: Fall: 22 Spring: 23 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: circulation desk, answering phones, shelving, cleaning, helping students with library databases and catalog

Schedule: (Possible working hours)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		8:00 am - 6:30 pm	8:00 am - 6:30 pm	8:00 am - 6:30 pm	8:00 am - 6:30 pm	8:00 am - 4:00 pm	

Supervisor Name: Tonya Sutton

Email: tsutton@carlalbert.edu

Phone #: 918-647-1311

Other Information (if applicable): _____