



**Return this form to:**  
Carl Albert State College  
Office of Financial Aid  
Hemphill Hall – HH102 or  
Fax: 918-647-1227

## Work-Study Job Posting Request

Semester/Year:  Fall: 2022     Spring: 2023     Summer: 2023

Type of WS:     Federal     Institutional

Department (Dept#): Off Campus/Poteau Public Schools (3001)

Campus:     Poteau     Sallisaw     Off Campus

Building: Poteau Primary and Upper Elementary    Office/Room #: \_\_\_\_\_

Job Duties/Responsibilities: Working with students PreK-4th grade. Helping with crafts, stem exercises, Reading etc.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Schedule:</b> (Possible working hours)		3:00 pm-5:30 pm	3:00 pm-5:30 pm	3:00 pm-5:30 pm	3:00 pm-5:30 pm	3:00 pm-5:30 pm	

Supervisor Name: Kim Allison

Email: Allisonk@poteau.k12.ok.us

Phone #: 918-413-5767

Other Information (if applicable): Summer work would be 8:00 a.m. - 3:00 p.m.

4 workers needed