



**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: 22     Spring: 23     Summer: \_\_\_\_\_

Type of WS:  Federal     Institutional

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

Campus:  Poteau     Sallisaw     Off Campus

Building: Hemphill Hall                      Office/Room #: 130

**Job Duties/Responsibilities:** Filing, answering the phone, copying, running on campus errands, and assisting students with computer related questions. Good attendance/punctuality is a necessity.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Schedule:</b> (Possible working hours)	off	flexible with schedule	flexible	flexible	flexible	flexible	off

**Supervisor Name:** Ramona Smith

**Email:** rgsmith@carlalbert.edu

**Phone #:** 918-647-1292

**Other Information (if applicable):** Occasional lifting/moving up to 25 pounds.

Willing to work around class schedule but would like time around lunch if possible. 15 hours week.