



Work-Study Job Posting Request

Semester/Year: Fall: 22 Spring: 23 Summer: _____

Type of WS: Federal Institutional

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

Campus: Poteau Sallisaw Off Campus

Building: SC Office/Room #: 8024

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
Schedule: (Possible working hours)	off	flexible with schedule	flexible	flexible	flexible	flexible	off

Supervisor Name: Jessie Reagan

Email: jlreagan@carlalbert.edu

Phone #: 918-776-0001

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. 10 hours week.