



Work-Study Job Posting Request

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

Type of WS: Federal Institutional

Department (Dept#): Business Office/Payroll (2610)

Campus: Poteau Sallisaw Off Campus

Building: Hemphill Hall Office/Room #: 105

Job Duties/Responsibilities: _____

Filing, scanning, answering phone, assisting students with computer related questions

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Schedule: (Possible working hours)	off	flexible	flexible	flexible	flexible	flexible	off

Supervisor Name: Deidra Mattox

Email: dmmattox@carlalbert.edu

Phone #: 918-647-1325

Other Information (if applicable): Hours will be flexible with class schedule