



Work-Study Job Posting Request

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

Type of WS: Federal Institutional

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

Campus: Poteau Sallisaw Off Campus

Building: Hemphill Office/Room #: 105

Job Duties/Responsibilities: Filing, scanning, light computer duties, assisting students with questions they might have

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

Supervisor Name: Deidra Mattox

Email: dmmattox@carlalbert.edu

Phone #: 918-647-1325

Other Information (if applicable): Hours are flexible