



Work-Study Job Posting Request

Semester/Year: Fall: 24 Spring: _____ Summer: _____

Type of WS: Federal Institutional

Department (Dept#): NEO/CASC Collaborative Project (1306)

Campus: Poteau Sallisaw Off Campus

Building: Hemphill Hall/Hamilton Complex Office/Room #: 1507

Job Duties/Responsibilities: Maintain inventory for the grant, assist with the development of student support resources

Assist with gathering data for grant reporting, maintain the Lecture Capture Lab
potentially edit videos for faculty members, work closely with our Virtual Campus Success Coach

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

Supervisor Name: Kyla Bailey

Email: kmbailey@carlalbert.edu

Phone #: 918-647-1377

Other Information (if applicable): _____

