



## Work-Study Job Posting Request

Semester/Year:  Fall: 2024     Spring: 2025     Summer: \_\_\_\_\_

Type of WS:     Federal     Institutional

Department (Dept#): Trio/ETS/Sallisaw (3014) ▼

Campus:     Poteau     Sallisaw     Off Campus

Building: Mayo    Office/Room #: 8023

Job Duties/Responsibilities: Clerical (filing, looking up information, typing documents, etc.) general office cleaning. Answer phone and take messages.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Schedule:</b> (Possible working hours)		8:00 4:30	8:00 4:30	8:00 4:30	8:00 4:30	8:00 4:00	

Supervisor Name: Paul Marshall

Email: pmarshall@carlalbert.edu

Phone #: 918-776-9242 ext. 2224

Other Information (if applicable): Work hours are flexible (anytime between the hours listed above)