



Work-Study Job Posting Request

Semester/Year: Fall: 2024 Spring: _____ Summer: _____

Type of WS: Federal Institutional

Department (Dept#): Physical Plant/Sallisaw (2710)

Campus: Poteau Sallisaw Off Campus

Building: Mitchell and Mayo Office/Room #: sc 8117

Job Duties/Responsibilities: putting away supplies, vacuuming, sweeping, mopping, picking up trash outside and dumping outside trash cans, gathering and taking out trash inside, cleaning windows, clean(toilets, sink, and floors(sweep and mop))and stock(toilet paper, paper towels, and hand soap) restrooms.

Schedule: (Possible working hours)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		10:00 am 2:00 pm	10:00 am 2:00 pm	10:00 am 2:00 pm	10:00 am 2:00 pm	10:00 am 2:00 pm	

Supervisor Name: Lynda Elkins

Email: lmelkins@carlalbert.edu

Phone #: 918-571-8556

Other Information (if applicable): Schedule can be changed to fit everyone's needs. Communication is very important!!! If you need something tell me and we can figure it out together. Most important, YOU must be enrolled in classes for the fall semester!