



Work-Study Job Posting Request

Semester/Year: Fall: 24 Spring: 25 Summer: _____

Type of WS: Federal Institutional

Department (Dept#): Health Sciences (2145)

Campus: Poteau Sallisaw Off Campus

Building: Health Sciences Center Office/Room #: 717

Job Duties/Responsibilities: Receptionist, answering the phone, greeting and directing visitors, filing, Word Processing, light house cleaning.

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

Supervisor Name: Delores "Dee" Steele

Email: deesteele@carlalbert.edu

Phone #: 918 647-1355

Other Information (if applicable): Preferably no student with a nursing major/interest

Will work with student's class schedule for possible work hours.