

Work-Study Job Posting Request

Semester/Year: ☒ Fall: 2025 ☒ Spring: 2026 ☒ Summer: 2026

Type of WS: ☒ Federal ☐ Institutional

Department Name/#: Bookstore/Sallisaw (1121)

Campus: ☐ Poteau ☒ Sallisaw ☐ Off Campus

Building: Mitchell Office/Room #: 8111

Job Duties/Responsibilities:

Run bookstore register, straighten store merchandise, restocking, inventory, keep
chairs pushed in, vacuum, take out trash, dust, disinfect work stations in the
bookstore, library, ARC, other duties as assigned

Schedule:

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

Supervisor Name: Marissa Armer

Email: maarmer@carlalbert.edu

Phone #: 918-776-0514

Other Information (if applicable):
