

Work-Study Job Posting Request

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

Type of WS: ☒ Federal ☒ Institutional

Department Name/#: Library/Poteau (2400)

Campus: ☒ Poteau ☐ Sallisaw ☐ Off Campus

Building: Joe E White Library Office/Room #: 400

Job Duties/Responsibilities:

Assisting students, faculty and staff. Circulation duties using library program. Empty dehumidifiers, checking mail, cleaning and sanitizing work and student areas, refill supplies, shelving and straightening shelves. Other duties as assigned.

Schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
(Possible working hours)		8 am - 630 pm	8 am - 630 pm	8 am - 630 pm	8 am - 630 pm	8 am - 4 pm	

Supervisor Name: Tonya Sutton

Email: tsutton@carlalbert.edu

Phone #: 918-647-1311

Other Information (if applicable):

Students will be closing the library from 4:30 until 6:30 without staff supervision.
Must be dependable and trustworthy.