

Work-Study Job Posting Request

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

Type of WS: ☒ Federal ☐ Institutional

Department Name/#: Mailroom (2615)

Campus: ☒ Poteau ☐ Sallisaw ☐ Off Campus

Building: Johnson Hall Office/Room #: JH215

Job Duties/Responsibilities:

Receptionist, Answer Switchboard Calls,

Check in and out packages and Inter-Office Mail

Stock Paper, Light Cleaning

Schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
(Possible working hours)		10:00-12:00 12:30-2:30	10:00-12:00 12:30-2:30	10:00-12:00 12:30-2:30	10:00-12:00 12:30-2:30	10:00-12:00 12:30-2:30	

Supervisor Name: Darlene Scroggins

Email: dscroggins@carlalbert.edu

Phone #: 918-647-1234

Other Information (if applicable):

Must be respectful, kind and helpful to Students, Faculty and Staff over the phone and in person. Must be able to lift up to 50 lbs.