

Work-Study Job Posting Request

Semester/Year: ☒ Fall: 25 ☒ Spring: 26 ☒ Summer: 26

Type of WS: ☒ Federal ☐ Institutional

Department Name/#: Sallisaw Campus (2100)

Campus: ☐ Poteau ☒ Sallisaw ☐ Off Campus

Building: Mayo Building Office/Room #: sc8117

Job Duties/Responsibilities:

putting away supplies, vacuuming, sweeping, mopping, gathering all trash in building, putting trash in dumpster, cleaning windows and doors, cleaning restrooms (toilets, sinks, floors (sweep and mop), and making sure it is stocked), sweep and mop lobby area, sweep and mop all classrooms and offices that have no carpet, help keep trash picked up outside of building and emptying outside trashcans.

Schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
(Possible working hours)		12:00 p.m. 4:00 p.m.	12:00 p.m. 4:00 p.m.	12:00 p.m. 4:00 p.m.	12:00 p.m. 4:00 p.m.	12:00 p.m. 4:00 p.m.	

Supervisor Name: Lynda Elkins

Email: lmelkins@carlalbert.edu

Phone #: 918-571-8556

Other Information (if applicable):

If you need different work hours please contact me. I am here to help you succeed. Communication is very important. If you are scheduled to be at work, you must contact me to let me know if you are not coming in. If you need help with something just let me know and we can figure it out together. You have to be ENROLLED in order to be hired for this position. Summer workstudy hours may change to 4 days a week working 5 hours per day.
Thanks.