

Work-Study Job Posting Request

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

Type of WS: ☒ Federal ☐ Institutional

Department Name/ #: Student Affairs (2500)

Campus: ☒ Poteau ☐ Sallisaw ☐ Off Campus

Building: Hemphill Hall Office/Room #: 141

Job Duties/Responsibilities:

Workstudy position will consist of office hours to cover the student life office for
other employees to take lunch and attend to their regular work suties. Workstudy will
answer the phone, greet students, and take messages in a professinal manor.

Schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
(Possible working hours)		8:00 am 4:00 pm	8:00 am 4:00 pm	8:00 am 4:00 pm	8:00 am 4:00 pm	8:00 am 4:00 pm	

Supervisor Name: Jamie Frederick

Email: jlfrederick@carlalbert.edu

Phone #: 918-647-1315

Other Information (if applicable):

Work study will work each week with the student activities coordinator to plan their
schedule around events or activities that need extra staff. Work study will tend to
refulat office responsibilities such as maintaining a clean, welcoming student life front
office.