

Work-Study Job Posting Request

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

Type of WS: ☒ Federal ☐ Institutional

Department Name/#: Trio/ETS/Sallisaw (3014)

Campus: ☐ Poteau ☒ Sallisaw ☐ Off Campus

Building: Mayo Office/Room #: 8023

Job Duties/Responsibilities:

Filing, light cleaning, answer telephone, make copies, mailing

Schedule:

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

Supervisor Name: Paul Marshall

Email: pmarshall@carlalbert.edu

Phone #: 918-776-9242 ext. 2224

Other Information (if applicable):