

Work-Study Job Posting Request

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

Type of WS: ☒ Federal ☒ Institutional

Department Name/#: Marketing/PR (2630)

Campus: ☒ Poteau ☐ Sallisaw ☐ Off Campus

Building: Business Center Office/Room #: 866

Job Duties/Responsibilities:

Assist with all aspects of marketing and communications, but specifically photography, videography, social media, app management, and writing. Office tasks as assigned (mail, copies, etc). Assist with asset creation as needed or assigned. .

Schedule:

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------|--------|--------------|--------------|--------------|--------------|--------------|--------------|
| (Possible working hours) | | 8 am - 10 pm | 8 am - 10 pm | 8 am - 10 pm | 8 am - 10 pm | 8 am - 10 pm | 8 am - 10 pm |

Supervisor Name: Holly Bormann

Email: hbbormann@carlalbert.edu

Phone #: 918-647-1474

Other Information (if applicable):

Must be self-motivated, proactive, and able to work with minimal supervision. Must be able to communicate effectively. Flexible schedule is a must with weekend and evening work hours possible due to campus activities.