

CARL ALBERT STATE COLLEGE

EST. 1933

Return this form to:
workstudy@carlalbert.edu
Office of Financial Aid
- Federal Work-Study
Business Office
- Institutional Work-Study

Work-Study Job Posting Request

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

Type of WS: ☒ Federal ☐ Institutional

Department Name/#: Business Office/Payroll (2610)

Campus: ☒ Poteau ☐ Sallisaw ☐ Off Campus

Building: Hemphill Hall Office/Room #: 105

Job Duties/Responsibilities:

Answer inbound calls, assist students and parents with questions regarding tuition, fees, and account balances, scan documents into digital record systems, accept and record tuition payments (cash, checks, or credit card).

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: Deidra Mattox

Email: dmmattox@carlalbert.edu

Phone #: 918-647-1325

Other Information (if applicable):

Hours will be flexible depending on the students class schedule.