

Work-Study Job Posting Request

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

Type of WS: ☒ Federal ☒ Institutional

Department Name/#: Library/Sallisaw (2400)

Campus: ☐ Poteau ☒ Sallisaw ☐ Off Campus

Building: Mitchell Office/Room #: 8111

Job Duties/Responsibilities:

Help run register, straighten clothing & supplies, Vacuum/pick up floor, take out trash, keep chairs pushed in. Clean glass entrance doors, office doors, polish and disinfect furniture and computers, dust window ledges. As need inventory count & +

Schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
(Possible working hours)		8:00 a.m. - 4:30p.m	8:00 a.m. - 4:30p.m	8:00 a.m. - 4:30p.m	8:00 a.m. - 4:30p.m	Any hours 8:00-4:00 Closed in the Summer	

Supervisor Name: Marissa Armer

Email: maarmer@carlalbert.edu

Phone #: 918-776-0514 or 918-775-6977 ext 2212 or 2234

Other Information (if applicable):
