

Work-Study Job Posting Request

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

Type of WS: ☒ Federal ☐ Institutional

Department Name/#: ARC/Sallisaw (2100)

Campus: ☐ Poteau ☒ Sallisaw ☐ Off Campus

Building: Mitchell Office/Room #: 8111

Job Duties/Responsibilities:

Checking in and out students, cleaning the computer lab, schedule tutoring, and peer tutoring. Other duties as needed.

Schedule:

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

Supervisor Name: Josalin Chapa-Smith

Email: Jasmith@carlalbert.edu

Phone #: 918-775-6977 ext: 2253

Other Information (if applicable):