

# 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/#: Communications/Language Arts/Sallisaw (2125)

Campus: ☐ Poteau ☒ Sallisaw ☐ Off Campus

Building: \_\_\_\_\_ Office/Room #: 8103

### Job Duties/Responsibilities:

Overseeing instructors calendar and scheduling, organizing files and maintaining  
records, preparing meeting materials, proofreading and editing journals, holding office  
hours to assist students, responding to student inquiries (continued on "Other")

### Schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
(Possible working hours)	N/A	9am-3pm	9am-3pm	9am-3pm	9am-3pm	9am-1pm	N/A

Supervisor Name: Katherine Robertson

Email: kmrobertson@carlalbert.edu

Phone #: 918-775-6977 ext 2230

### Other Information (if applicable):

Work study will act as a sounding board for instructor to bounce ideas with from a  
student perspective, tracking assignment submissions, classroom technology (Zoom

Work study will have training so that they are aware of the expectations of this  
position