

Work-Study Job Posting Request

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

Type of WS: ☒ Federal ☐ Institutional

Department Name/ #: Mailroom (2615)

Campus: ☒ Poteau ☐ Sallisaw ☐ Off Campus

Building: Johnson Hall Office/Room #: 214

Job Duties/Responsibilities:

Answer the phone, wait on students, log packages from UPS, USPS, Fed-ex, &
Amazon, light duty cleaning, helping to print/bind lab books for the bookstore, and
other light office duties.

Schedule:

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------|--------|--------|---------|-----------|----------|--------|----------|
| (Possible working hours) | | 10 am | 10 am | 10 am | 10 am | 10 am | 10 am |
| | | 3 pm | 3 pm | 3 pm | 3 pm | 3 pm | 3 pm |

Supervisor Name: Trena Kitchens

Email: tkitchens@carlalbert.edu

Phone #: 918-647-1202

Other Information (if applicable):

We will work around your class schedule. Please fill out an application, call to make an
appointment to talk to me.