

## Work-Study Job Posting Request

Semester/Year:  Fall: 2026     Spring: \_\_\_\_\_     Summer: \_\_\_\_\_

Type of WS:     Federal     Institutional

Department Name/#: Enrollment Management (2525)

Campus:     Poteau     Sallisaw     Off Campus

Building: Enrollment Center                      Office/Room #: \_\_\_\_\_

**Job Duties/Responsibilities:**

Answer or direct all student questions, work on enrollment projects as needed, help with enrollment events.

**Schedule:**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
(Possible working hours)		8-3	8-4:30	8-4:30	8-3	8-3	

Supervisor Name: Kyla Bailey

Email: kmbailaye@carlalbert.edu

Phone #: 918-647-1269

**Other Information (if applicable):**

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