

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: 2026 Spring: 2027 Summer: _____

Type of WS: Federal Institutional

Department Name/#: Library/Poteau (2400)

Campus: Poteau Sallisaw Off Campus

Building: Joe E White Library Office/Room #: 400

Job Duties/Responsibilities:

Students will work at circulation desk, greeting students and staff, answering phones, using the library program to check books in and out, shelving books, and assisting students and staff with computers and copier. Light cleaning duties & others assigned.

Schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
(Possible working hours)		8:00 am - 6:30 pm	8:00 am - 6:30 pm	8:00 am - 6:30 pm	8:00 am - 6:30 pm	8:00 am - 4:00 pm	

Supervisor Name: Tonya Sutton

Email: tsutton@carlalbert.edu

Phone #: 918-647-1311

Other Information (if applicable):

The library is open until 6:30 p.m. 4 nights a week and needs students willing to work evenings. Must be dependable.