

# 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: \_\_\_\_\_  Spring: \_\_\_\_\_  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:

Answering phones, waiting on students, checking in packages, handing packages to students/staff/faculty, stocking paper (cases) light cleaning, other duties as assigned by supervisors.

### Schedule:

|                          | Sunday | Monday           | Tuesday          | Wednesday        | Thursday         | Friday | Saturday |
|--------------------------|--------|------------------|------------------|------------------|------------------|--------|----------|
| (Possible working hours) |        | 10 am<br>4:30 pm | 10 am<br>4:30 pm | 10 am<br>4:30 pm | 10 am<br>4:30 pm |        |          |

Supervisor Name: Trena Kitchens

Email: tkitchens@carlalbert.edu

Phone #: 918-647-1202

### Other Information (if applicable):

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