

## Work-Study Job Posting Request

Semester/Year:  Fall: **2026**  Spring: **2027**  Summer: **2027**

Type of WS:  Federal  Institutional

Department Name/#: **ARC/Sallisaw (2100)**

Campus:  Poteau  Sallisaw  Off Campus

Building: **Mitchell** Office/Room #: **8111**

### Job Duties/Responsibilities:

**Provided friendly and professional customer service to students, staff, and visitors.**

**Assisted students with general questions and directed them to appropriate resources and services**

**Monitored study areas and ensured workstations were clean and properly maintained**

**Assisted with office support tasks including filing, copying, data entry, and answering phones and other duties as assigned.**

### Schedule:

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Possible working hours		<b>Any Hours 8:00 -4:30</b>	<b>Any Hours 8:00 - 4:30</b>	<b>Any Hours 8:00 - 4:30</b>	<b>Any Hours 8:00 - 4:30</b>	<b>Any Hours 8:00 - 4:30</b>	

Supervisor Name: **Marissa Armer**

Email: **maarmer@carlalbert.edu**

Phone #: **918-775-6977 ext 2212 or 2234**