

CARL ALBERT STATE COLLEGE

EST. 1933

Return this form to:
workstudy@carlalbert.edu
- Office of Financial Aid for
Federal Work-Study
- Business Office for
Institutional Work-Study

Work-Study Job Posting Request

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

Type of WS: Federal Institutional

Department Name/ #: **Bookstore/Sallisaw (1121)**

Campus: Poteau Sallisaw Off Campus

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

Job Duties/Responsibilities:

Operated bookstore cash register and provided friendly, professional customer service
Assisted customers with questions, purchases, and locating merchandise
Maintained a welcoming and positive environment for customers, staff, visitors
Organized and straightened merchandise displays throughout the store
Restocked inventory and assisted with inventory management tasks
Maintained cleanliness and safety by keeping chairs properly arranged

Schedule:

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

Supervisor Name: **Marissa Armer**

Email: **maarmer@carlalbert.edu**

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