

## Work-Study Job Posting Request

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

Type of WS:  Federal  Institutional

Department Name/#: Business Office/Payroll (2610)

Campus:  Poteau  Sallisaw  Off Campus

Building: Hemphill Hall

Office/Room #: 105

### Job Duties/Responsibilities:

Answering phones, emails, and front desk inquiries, assisting with cashiering tasks, helping students and parents with billing and payment questions, scanning documents, processing payments, maintaining confidentiality of student financial information

### Schedule:

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

Supervisor Name: Deidra Mattox

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