

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: _____ Spring: _____ Summer: 2026

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. Hours are flexible.

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		

Supervisor Name: Deidra Mattox

Email: dmmattox@carlalbert.edu

Phone #: 918-647-1325