

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: _____

Type of WS: Federal Institutional

Department Name/#: **Communications/Language Arts/Sallisaw (2125)**

Campus: Poteau Sallisaw Off Campus

Building: **Mitchell Building** Office/Room #: **8101**

Job Duties/Responsibilities:

Greet and assist students/faculty/staff in a professional/friendly manner. Answer phone calls, take messages, and relay information accurately. prepare classrooms and office space for meetings/presentations. Assist faculty with basic clerical tasks as directed. Support departmental events including set-up/check-in/cleanup. Provide basic technical support for classroom equipment when needed. Assist with copying/printing/scanning and assembling instructional materials. Perform other duties as assigned to support the Fine Arts & Communications Department.

Schedule:

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Possible working hours		8-2	8-2	8-2	8-2	8-12	

Supervisor Name: **Katherine Robertson**

Email: **kmrobertson@carlalbert.edu**

Phone #: **918-775-6977 ext. 2230**