

Work-Study Job Posting Request

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

Type of WS: Federal Institutional

Department Name/ #: **Library/Sallisaw (2400)**

Campus: Poteau Sallisaw Off Campus

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

Job Duties/Responsibilities:

Provided friendly and professional customer service to students, staff, and library visitors.
Assisted patrons with locating books, materials, and library resources
Checked materials in and out using the library circulation system.
Shelved and organized books, periodicals, and other library materials.
Assisted with inventory, filing, and general clerical tasks.
Supported library staff with special projects, events, and other duties as assigned

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**