

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/#: **Mailroom (2615)**

Campus: Poteau Sallisaw Off Campus

Building: **Johnson Hall**

Office/Room #: **JH215**

Job Duties/Responsibilities:

Switchboard Operator
Light Cleaning
Customer Service
Check in/out Packages
Stock Paper
Restock Copy Machines
Running a few errands
Misc

Schedule:

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Possible working hours		9:00-4:30	9:00-4:30	9:00-4:30	9:00-4:30	9:00-4:00	

Supervisor Name: **Darlene Scroggins**

Email: **dscroggins@carlalbert.edu**

Phone #: **918-647-1234**