

Work-Study Job Posting Request

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

Type of WS: Federal Institutional

Department Name/#: **Student Life (2500)**

Campus: Poteau Sallisaw Off Campus

Building: **Hemphill Hall** Office/Room #: **140**

Job Duties/Responsibilities:

Student Life work study students will be responsible for:
Office coverage with general secretarial duties as needed
Assist with student activity event set up, take down, or operation.
Assist the housing director as needed.
Assist students with IDs, parking passes, directions, and resources.
Creating and posting branded Student Life materials for advertising ev
and activities on campus.
Assisting with the creation and distribution of "Hello Vikings" newslett

Schedule:

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Possible working hours		8:00 am- 4:30 pm 6:00 pm- 8:00 pm	8:00 am- 4:30 pm 6:00 pm- 8:00 pm	8:00 am- 4:30 pm 6:00 pm- 8:00 pm	8:00 am- 4:30 pm 6:00 pm- 8:00 pm	8:00 am- 4:30 pm 6:00 pm- 8:00 pm	

Supervisor Name: **Jamie Frederick**

Email: **jlfrederick@gmail.com**

Phone #: **918-647-1315**