

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/#: **Admissions/Registrar (2520)**

Campus: Poteau Sallisaw Off Campus

Building: **Hemphill Hall** Office/Room #: **108**

Job Duties/Responsibilities:

- Front Desk Coverage
- Answering Phones
- Answering Emails
- Monitoring CASC Website Chat Bot
- Printing and Receiving Transcripts
- Scanning Documents
- Organizing Records
- Other Duties as Assigned

Schedule:

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Possible working hours	N/A	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:00	N/A

Supervisor Name: **RandyArmstrong**

Email: **rearmstrong@carlalbert.edu**

Phone #: **918-647-1309**