

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: _____ Summer: _____

Type of WS: Federal Institutional

Department Name/#: **Financial Aid (2515)**

Campus: Poteau Sallisaw Off Campus

Building: **Hemphill Hall**

Office/Room #: **102**

Job Duties/Responsibilities:

Customer Service/Reception: Phone, Email, Front Desk

Greet students, answer basic questions, take messages, connect students to proper personnel.

Campus errands, making coffee, cleaning break room, other duties as assigned.

Morning availability preferred.

Schedule:

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

Supervisor Name: **Linzy Wylie & Liz Currens**

Email: **lawylie@carlalbert.edu**

Phone #: **918-647-1344**