

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/#: **Off Campus/LeFlore County Bridges Out of Poverty (3001)**

Campus: Poteau Sallisaw Off Campus

Building: **320 Dewey Ave/109 S. Harper** Office/Room #: **Poteau**

Job Duties/Responsibilities:

Answering phone, providing childcare for 0-5 year olds & tutoring of 6-12 year olds with Khan Academy (Tuesday evening 5:30pm - 8pm)., Tuesday afternoon: 1-4:30pm Office help. Copying as needed, creating files, answering emails, assist with filling out forms for program applicants.

Schedule:

| Day of Week | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------------|--------|--------|----------------------|-----------|----------|--------|----------|
| Possible working hours | | | 1-4:30PM 5:30-8PM | 1-5PM | 1-5PM | | |

Supervisor Name: **Shanna Hall**

Email: **leflorecountybridges@gmail.com**

Phone #: **918-839-0001**