

Work-Study Job Posting Request

Semester/Year: ☒ Fall: **2026** ☒ Spring: **2027** ☐ Summer: _____

Type of WS: ☒ Federal ☐ Institutional

Department Name/#: **Communications/Language Arts/Poteau (2125)**

Campus: ☒ Poteau ☐ Sallisaw ☐ Off Campus

Building: **Ollie Center** Office/Room #: **OC 1302**

Job Duties/Responsibilities:

Front desk receptionist;greeting visitors and students; filing, copying, and light housekeeping in area.

***We will work with student's course schedule and their availability regarding student's work schedule.**

Schedule:

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

Supervisor Name: **Susan Hill**

Email: **shill@carlalbert.edu**

Phone #: **918-647-1472**