

Work-Study Job Posting Request

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

Type of WS: ☒ Federal ☒ Institutional

Department Name/#: **Marketing/PR (2630)**

Campus: ☒ Poteau ☐ Sallisaw ☐ Off Campus

Building: **Business Center** Office/Room #: **866**

Job Duties/Responsibilities:

Assist with all aspects of marketing and communications, but specifically photography, videography, social media, app management, and writing. Office tasks as assigned (mail, copies, etc). Assist with asset creation as needed or assigned. Willingness to be present on social media a plus but not required. Potential for some evening and weekend event coverage.

Schedule:

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Possible working hours		8 am to 10 pm	8 am to 10 pm	8 am to 10 pm	8 am to 10 pm	8 am to 10 pm	8 am to 10 pm

Supervisor Name: **Holly Bormann**

Email: **hbbormann@carlalbert.edu**

Phone #: **918-647-1474**