

Work-Study Job Posting Request

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

Type of WS: ☒ Federal ☒ Institutional

Department Name/#: **Mathematics (2130)**

Campus: ☒ Poteau ☐ Sallisaw ☐ Off Campus

Building: **Reed Center** Office/Room #: **301**

Job Duties/Responsibilities:

The Mathematics (Chemistry & Physics) Department Work-Study Student provides administrative, instructional, and laboratory support to faculty and staff. Duties may include:

- ✓ Assist faculty with preparing classrooms, laboratories, and instructional materials.
- ✓ Set up, organize, clean, and maintain laboratory equipment, demonstrations, and work areas while following safety procedures.
- ✓ Assist with inventory, organization, and restocking of laboratory and instructional supplies.
- ✓ Prepare, copy, scan, and organize course materials and departmental documents.
- ✓ Perform general office duties, including filing, data entry, and answering phones.
- ✓ Support departmental events, outreach activities, and special projects.
- ✓ Follow all college policies, maintain confidentiality, and perform other related duties as assigned.
- ✓ Maintain confidentiality of student records and departmental information in accordance with college policies.
- ✓ Perform other related duties as assigned by the supervising faculty or department staff.

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: **Dr. S. Shanaka Paranaheewage**

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