

Work-Study Job Posting Request

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

Type of WS: ☒ Federal ☐ Institutional

Department Name/ #: Off Campus/Poteau Public Schools (3001)

Campus: ☒ Poteau ☐ Sallisaw ☐ Off Campus

Building: Poteau Primary School Office/Room #: _____

Job Duties/Responsibilities:

Front desk receptionist; checking sign out list, calling for students, and/or helping teachers with their class.

***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		3:30-5:30p m	3:30-5:30p m	3:30-5:30p m	3:30-5:30p m	3:30-5:30p m	

Supervisor Name: Heather Roath

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