

Work-Study Job Posting Request

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

Type of WS: ☒ Federal ☐ Institutional

Department Name/#: **Recruitment (2525)**

Campus: ☒ Poteau ☐ Sallisaw ☐ Off Campus

Building: **Hemphill Hall** Office/Room #: **Welcome Center**

Job Duties/Responsibilities:

The Recruitment Work-Study Student Assistant supports the Office of Recruitment and Student Engagement in creating a welcoming and engaging experience for prospective students, families, and campus visitors. This position provides hands-on experience in higher education recruitment, admissions operations, event coordination, customer service, communication, and student engagement initiatives.

- Assist the Recruitment Office with daily administrative tasks, including organizing materials, preparing recruitment resources, and maintaining accurate student information.
- Enter, update, and manage prospective student data within recruitment systems and databases.
- Assist with prospective student communication efforts, including emails, phone calls, and follow-up outreach.
- Support campus tours by welcoming visitors, preparing tour materials, and assisting Viking Ambassadors as needed.
- Provide customer service to prospective students, current students, families, and campus guests by answering questions and directing them to appropriate resources.
- Assist with recruitment events such as campus visit days, college fairs, orientation programs, and other student engagement activities.
- Prepare recruitment materials, mailings, giveaways, and event supplies.

Schedule:

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Possible working hours		8:00 AM - 4:30 PM	8:00 AM - 4:30 PM	8:00 AM - 4:30 PM	8:00 AM - 4:30 PM	8:00 AM - 4:00 PM	

Supervisor Name: **Caleb Dolan**

Email: **Cidolan@carlalbert.edu**

Phone #: **918-647-1267**