

Work-Study Job Posting Request

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

Type of WS: ☒ Federal ☒ Institutional

Department Name/#: Student Life (2500)

Campus: ☒ Poteau ☐ Sallisaw ☐ Off Campus

Building: Hemphill Hall Office/Room #: 140

Job Duties/Responsibilities:

Student Life is at the heart of campus engagement. As a Student Assistant, you'll help create a welcoming and engaging campus environment while gaining valuable professional experience in customer service, office administration, event planning, communication, and teamwork. This position offers the opportunity to build transferable skills, develop leadership abilities, and make a meaningful impact on the Carl Albert State College community.

Schedule:

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Possible working hours		8-5 (additional evening hours may be available depending on calendar of events)	8-5 (additional evening hours may be available depending on calendar of events)	8-5	8-5	8-5	

Supervisor Name: Melissa Steele

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