



FINANCIAL AID

Krista Kouts
Work Study Coordinator
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WORK STUDY JOB POSITION

Assistant
Foundation – Alumni’s Visitor Center
David Udall

Position Summary:

Federal Work Study Only. Greet visitors, aid and support activities of the EAC Foundation and the EAC Alumni Association. Help with projects including data entry, preparation of mailings, and preparing for reunions and events. Must use PC and do data entry. Must sit or stand for long periods, be able to lift 35 lbs., work evening of second Friday of September. Apply in person with your work study application and resume to the Alumni Visitor's Center, located in the Activity Center. Once you have been hired, a copy of your work study application must be turned in to the Financial Aid Office and all necessary documents, including a payroll packet, need to be submitted to the Human Resources Department.

To Apply:

Submit work study application and resume to the Alumni’s Visitor Center

Contact Phone: (928) 428-8295