



FINANCIAL AID

Krista Kouts  
Work Study Coordinator  
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## WORK STUDY JOB POSITION

Athletic Office Assistant  
HPE  
Janae Lines

### Position Summary:

The office assistant will assist the staff in the Athletic Department. Responsibilities include, but are not limited to: filing, copying, shredding, managing and creating game day programs/folders, performing receptionist duties when needed. Apply in person at the Athletic Office, Guitteau Gymnasium. Must fill out and submit a work study application to the work study department supervisor. 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:

Email work study application to:  
[janae.lines@eac.edu](mailto:janae.lines@eac.edu) or drop off in person at:  
Gutteau Gymnasium

Contact Phone: (928) 428-8414