



**FINANCIAL AID**

Krista Kouts  
Work Study Coordinator  
[krista.kouts@eac.edu](mailto:krista.kouts@eac.edu)  
(928) 428-8286

## **WORK STUDY JOB POSITION**

Choral Office Assistant  
Fine Arts  
Gideon Burrows

### **Position Summary:**

Grade assignments, keep records and produce reports, run errands, make posters for events, assist in planning for events, assist with managing choral library, assist with managing wardrobe sizing and distribution. Your application must be submitted by Friday, August 14. Must fill out an application and confidentiality agreement for the Supervisor. Must fill out work study application for 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 need to be submitted through the Human Resources Department.

### **To Apply:**

Submit work study application and resume by email to:  
[gideon.burrows@eac.edu](mailto:gideon.burrows@eac.edu)

Contact Phone: (928) 428-8464