

## WORK STUDY JOB POSITION

Financial Aid Work Study Financial Aid Krista Kouts

## **Position Summary:**

Filing, mailing, scanning, other duties as assigned. Must be able to maintain confidentiality and professionalism. Computer skills a must. 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: krista.kouts@eac.edu or apply in person at: Financial Aid Office

Contact Phone: (928) 428-8287