



FINANCIAL AID

Krista Kouts
Work Study Coordinator
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WORK STUDY JOB POSITION

Fiscal Office Assistant
Fiscal
Kay Ellett

Position Summary:

Business degree students preferred. Provide essential office support, such as filing and creating student ID's and other duties as directed by the office manager. Good customer service skills essential. Please apply in person at the Fiscal Control Office, located in the Student Services Building. 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:

Submit work study application in person to the Fiscal Department

Contact Phone: (928) 428-8221