



FINANCIAL AID

Krista Kouts  
Work Study Coordinator  
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(928) 428-8286

## WORK STUDY JOB POSITION

Office Assistant  
GEAR UP  
Mary Wack

### Position Summary:

**Federal Work Study Only.** Help at the reception desk and greet departmental visitors, familiar with Microsoft Word, Excel and Social Medias: Facebook, Twitter, etc. Assist with GEAR UP Social Media sites: add educational posts, monitor posts, etc. Good communication skills, both written and oral, and interact with others in a friendly manner. Copy, file, and maintain work area in a clean organized manner. Adhere to confidentiality guidelines. Run errands/make deliveries as requested by departments. Maintain modest and appropriate business/office attire and be able to physically handle a job requiring light lifting or moving. 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:  
[mary.wack@eac.edu](mailto:mary.wack@eac.edu) or drop off in person at:  
Gear Up Office in the AP Building

Contact Phone: (928) 428-8275



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