



FINANCIAL AID

Krista Kouts
Work Study Coordinator
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(928) 428-8286

WORK STUDY JOB POSITION

Mail Room
Fiscal
Gerald Schmidt

Position Summary:

Handling of all incoming and outgoing mail/packages, making copies, answer phones, operate Pitney Bowes postal machine, send and receive faxes. Other duties as assigned. Please apply in person with a resume in the Mail/Copy Center, 615 N. Stadium Ave. 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 and resume in person at the Mail/Copy Center in the Student Services Building

Contact Phone: (928) 428-8395