

Krista Kouts Work Study Coordinator <u>krista.kouts@eac.edu</u> (928) 428-8286

WORK STUDY JOB POSITION

Office Assistant Band Program Fine Arts Geoff DeSpain

Position Summary:

Assist with day-to-day operations of the band program. Includes sorting music, maintaining the music library, uniforms instrument inventory and any other general needs necessary for the band program. General computer skills and organizational abilities required. Work nights and weekends of games and events. Apply in person at FA-107. 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 at FA-107

Contact Phone: (928) 428-8465