



FINANCIAL AID

Krista Kouts  
Work Study Coordinator  
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## WORK STUDY JOB POSITION

Office Assistant  
Fine Arts  
Chase Moore

### Position Summary:

Help with the clerical requirements for the office of the Choirs Director. Organize music, type documents, other tasks as assigned. Ability to communicate well and use Microsoft Office. Apply in person at the Fine Arts 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 at the Fine Arts Building

Contact Phone: (928) 428-8467