



FINANCIAL AID

Krista Kouts
Work Study Coordinator
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WORK STUDY JOB POSITION

Office Assistant
Counseling
Delaney Mortensen

Position Summary:

Federal Work Study preferred. The Counseling Office offers a great work experience, flexible scheduling and a positive atmosphere. Work experience includes: Greeting students/public and assisting them in getting information they need. Making appointments for counselors, answering two-line phone, and helping with placement testing. Skills required: Must have the ability to maintain confidentiality. Dependable and friendly with strong communication skills. Ability to multi-task and comfortable using a variety of computer software. Submit a resume and application to the Counseling office listing your work experience and contact information. If selected, you may be asked to begin working immediately. Must fill out work study application for 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 need to be submitted through the Human Resources Department.

To Apply:

Submit work study application and resume to the Counseling Office.

Contact Phone: (928) 428-8253