



## FINANCIAL AID

Krista Kouts  
Work Study Coordinator  
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### WORK STUDY JOB POSITION

Faculty/Office Assistant  
Gila Pueblo Campus  
Phil McBride

#### **Position Summary:**

The work-study assistant will provide support for faculty and staff on the Gila Pueblo campus in Globe. Responsibilities include, but are not limited to, data entry and general office duties of typing, formatting, making copies, filing, editing, and proofreading reports and documents of a routine or confidential nature. It is necessary that the applicant exhibit good judgement, discretion, and maintain confidences.

The applicant must have a completed FAFSA on file and complete and submit a work study application to the office staff at the Gila Pueblo campus. 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:  
[phil.mcbride@eac.edu](mailto:phil.mcbride@eac.edu) or apply in person at:  
Gila Pueblo Campus

Contact Phone: (928) 965-1574