



FINANCIAL AID

Krista Kouts
Work Study Coordinator
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(928)428-8288

WORK STUDY JOB POSITION

Office Assistant
Communicative Arts
Julia Bauman

Position Summary:

Federal work study only. Standard office duties including answering phones, making copies, creating documents, filing, organizing and other responsibilities as assigned. Please apply by email with work study application, resume and copy of class schedule to julia.bauman@eac.edu. 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:

julia.bauman@eac.edu

or drop off in person at AP Building

Contact Phone: (928) 428-8352