



FINANCIAL AID

Krista Kouts
Work Study Coordinator
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WORK STUDY JOB POSITION

Community Work Study

Office Assistant
Mt. Graham Safe House
Sandy Garza

Position Summary:

Transportation required. Under general supervision, the student will assist with office duties including filing, copying, shredding, etc. Will also assist in the cleanliness and security of the facility, including toys and equipment. Student may attend staff meetings and assist with program implementation.

Please contact by email and include work study application and/or resume to: sandy@mgsh.net. 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. Hired Office Assistant will also be required to pass a background check.

To Apply:

Email work study application to:
sandy@mgsh.net or drop off in person at:
1601 S 20th Avenue, Safford, AZ 85546