



FINANCIAL AID

Krista Kouts
Work Study Coordinator
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WORK STUDY JOB POSITION

Office Assistant
Institutional Research
Teresa Bailey

Position Summary:

Work-study office assistants will provide clerical support to the Institutional Research Department by editing text, preparing forms or surveys and compiling reference materials. Responsibilities that include but are not limited to: data entry and general office duties of typing, formatting, copies, filing, editing, and proofreading reports and documents of a routine or confidential nature. This includes a wide range of documents varying in complexity using Word, Excel, and PowerPoint. Strong attention to detail crucial. Good judgment, discretion, and ability to maintain confidences are necessary. Ability and initiative to learn new computer skills and programs. 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:

Email work study application to:
teresa.bailey@eac.edu or apply in person at:
AP Building

Contact Phone: (928) 428-8217