



Krista Kouts
Work Study Coordinator
krista.kouts@eac.edu
(928)428-8288

FINANCIAL AID

WORK STUDY JOB POSITION

Office Receptionist
Student Life – Mark Allen Dorms
Christopher Norton

Position Summary:

Student-workers will be responsible for operations that take place in the office/reception area of their hall. Duties include answering phone messages, checking out various supplies and equipment to residents, documenting activity during shifts, produce typed/computer-generated documents and notices, and run various on-campus errands for hall staff. Student-workers may also be required to assist hall staff during check-in/out at the beginning and ends of each semester employed, as well as participate in any other duties as directed by Residence Staff. Must be able to work weekdays and weekends. Apply in person, bring work study application or email work study application to christopher.norton@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:
christopher.norton@eac.edu or apply in person at:
Residence Towers Office

Contact Phone: (928) 428-8606